



Surveyors Board of Victoria

Annual Report 2001



Surveyors Board of Victoria

The Honourable Sherryl Garbutt MP
Minister for Environment and Conservation
Level 17
8 Nicholson Street
East Melbourne Victoria 3002

Dear Minister,

I am pleased to present the Annual Report of the Surveyors Board of Victoria for the year ending 30 June 2001.

This report has been prepared in accordance with Part 1 of the *Surveyors Act 1978*.

I commend the report to you.

A handwritten signature in black ink, appearing to read 'K. C. Bell'.

Keith C. Bell, RFD
Chairman
Surveyors Board of Victoria

22 February 2002

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Introduction

The activities of the Surveyors Board of Victoria underpin the maintenance and the integrity of Victoria's Cadastre. The Board's statutory functions are a key element in the State's risk management activities to protect the property system.

The Cadastre is paramount to Victoria's land economy, on which the confidence, and social - economic well being of our community is dependent. The Cadastre is the public register defining the boundaries of all land and property, its tenure/ownership, spatial relationships, interests (rights and restrictions) and value.

Since 1892, the Surveyors Board of Victoria (the Board) has established and maintained the high level of practice and competency standards of the surveying profession necessary for maintaining the State's Cadastre.

The Board is constituted under the *Surveyors Act 1978* with specific responsibilities for overseeing the maintaining of standards within the profession, for disciplinary matters of a surveying nature and the dissemination of professional information, such as the Survey Practice Handbook and pertinent guidelines. The Board is required to keep a Register of all Registered and Licensed Surveyors and permits only competent professional land surveyors to undertake property boundary surveys. In addition, the Board is empowered to investigate and act against Licensed Surveyors found to be operating in breach of surveying legislation. The Board also conducts examinations in surveying, and makes regulations for the conduct of surveys.

The Board supports and encourages the adoption of new technology, to improve the efficiency and effectiveness of the provision of surveying services to the community. New technology including Geographic Information Systems (GIS), Global Positioning System (GPS) and Remote Total Stations (one person operation) are increasingly enhancing the surveyors capacity to deliver new and existing services. The Board notes, new technology must continue to meet the rigorous standards required for surveying and that property boundary surveys not only require the application of appropriate positioning and measurement technology, but also the application of the laws relating to property boundaries and the interpretation of evidence.

Role of the Board

The functions of the Board are to:

- Prescribe degrees, diplomas and other qualifications, as suitable courses of study in surveying and courses of training in surveying for the purpose of attaining registration as a surveyor
- Approve and record Training Agreements
- Hold examinations and appoint examiners
- Keep a register of Registered and Licensed Surveyors
- Issue and cancel Certificates of Competency
- Enter into and give effect to reciprocal arrangements with similar authorities outside Victoria, including the issuing of Letters of Accreditation
- Take proceedings for offences against the *Surveyors Act 1978* or the regulations
- Undertake any other actions, exercise any other powers or duties, including the provision for carrying the provisions of the *Surveyors Act 1978* into effect

The Board is responsible, under Section 33 of the *Surveyors Act 1978*, for the making of regulations with respect to the many standards, practices and procedures associated with regulating both the surveying profession and the practice of surveying. To achieve this the Board has produced four sets of regulations under the Act, being the *Surveyors (Cadastral Surveys) Regulations 1995*, *Surveyors (Registration) Regulations 1992*, *Surveyors (Surveyors Board) Regulations 1992* and *Surveyors (Fees) Regulations 1992*.

The Board has responsibilities in relation to the Survey Control Network. Under Section 33(i) of the *Surveyors Act 1978*, the Board has the power to make regulations for securing the establishment and providing for the maintenance of survey marks, which includes the marks in the Survey Control Network. Also, Section 12 (1) of the

Survey Coordination Act 1958 requires that the Surveyor General must consult with the Board before establishing standard traverses and permanent marks, that is, before establishing marks within the Survey Control Network.

Under Section 32 of the *Surveyors Act 1978* the Board may publish information relating to surveying generally, which it considers to be of value to surveyors. This publication, the Survey Practice Handbook, is the authoritative reference for surveying practice and procedures in Victoria.

Registration with the Board is widely considered a qualification that distinguishes the quality and competency of Licensed Surveyors. There are many sectors in the broader community including local government, utilities, and the building construction industries that require the certification of a Licensed Surveyor. These certifications may include: flood levels, industrial metrology, floor levels for houses and buildings, location of building footings, location and set out for drainage and sewerage, precise surveying for buildings, bridges, roads, dams and other infrastructure, determination of leasable office floor-space, and the defining of property boundaries.

Members

The Surveyors Board of Victoria is described in Section 4 of the *Surveyors Act 1978* and comprises six members. The Board is chaired by the Surveyor General of Victoria. Membership includes representatives from Government, Industry, Universities and the Community.



The Surveyors Board of Victoria and Secretariat
(back row, L to R) Gary Hunter, Roger Green, Dorothy Prescott, Mark Stansfield, John Willcox
(front row, L to R) Kieth Pyke, Keith Bell, Barrie Bremner

During the year 2000-2001, the members were:

Mr Keith Clifford Bell, RFD

BAppSc, MSurvMSc, GradDipHRM, MBA, LS, Registered Surveyor (NSW, ACT), FISAust, FIEAust, FAIM, M.ASCE, MMSIA, MAICD

Under Section 4 (2) (a) of the *Surveyors Act 1978* the Chairman being the person for the time being, holding pursuant to the Public Sector Management and Employment Act 1998, the office of Surveyor General.

Mr Bell is the Surveyor General of Victoria. The Surveyor General is the primary Government authority on surveying and the cadastre with roles and responsibilities under a diverse range of acts and regulations of Parliament. The Surveyor General is also a Commissioner for Electoral Boundaries in Victoria, a member of the Federal Redistribution Committee for Victoria, a State Verifying Authority for the measurement of length, and is responsible for registering survey plans in the Central Plan Office. Mr Bell has extensive experience in government throughout Australia, dealing with surveying, land administration, mapping and the implementation and commercialisation of GIS and GPS services.

Mr Barrie William Bremner

LS, MISAust

Under section 4 (2) (b) of the *Surveyors Act 1978* the Deputy Chairman being the person for the time being holding, pursuant to the Public Sector Management and Employment Act 1998, the office of the Surveyor and Chief Draughtsman in Land Registry in the Department of Natural Resources and Environment.

Mr Bremner has extensive experience in private consulting surveying, prior to joining the public sector. He currently works in Senior Land Administration Management with the Victoria Government and has done so for the past 19 years. He has specialised expertise in matters relating to cadastral law and boundary definitions. Mr Bremner has for many years provided extensive support for Trainee Surveyors to acquire a sound knowledge of the surveying requirements of Land Registry.

Mrs Dorothy Francis Prescott

BA(Hons Geog.), ALAA, MMSIA, Reg. Indexer AusSI

Under section 4 (2) (c) of the *Surveyors Act 1978*, Mrs Prescott is the nominee of the Minister.

Mrs Prescott has significant experience in spatial information management with over 40 years working in the profession. She has published extensively in information science and spatial information and is a Fellow at the School of Anthropology, Geography and Environment at the University of Melbourne. The Institution of Surveyors Australia Victorian Division, awarded Mrs Prescott a Certificate of Appreciation in August 2000 for her "continuing commitment to the profession of surveying". She has been the Minister's nominee on the Board for the last 14 years and is well known in the spatial information field both in Australia and overseas.

Mr Mark Oswald Stansfield

BAppSc (Dist), LS, FISAust

Under section 4 (2) (d) of the *Surveyors Act 1978*, Mr Stansfield is a nominee of the Institution of Surveyors Australia, Victoria Division.

Mr Stansfield is a Director of a well established and technologically advanced surveying practice, and has participated in the industries professional bodies for more than 30 years. He is extremely knowledgeable in land subdivision, town planning and all branches of contemporary surveying.

Mr Roger Philip Green

BAppSc. (Surv), LS, MISAust

Under section 4 (2) (d) of the *Surveyors Act 1978*, Mr Green is a nominee of the Institution of Surveyors Australia, Victoria Division.

Mr Green is a Director of a well established and technologically advanced surveying practice that specialises in high precision industrial measurement. He is the 2001 President of the Institution of Surveyors Australia, Victoria Division and has actively participated as a member of that body for many years. He is also a member of the Association of Consulting Surveyors. He is extremely knowledgeable in all aspects of contemporary surveying and relevant legislation.

Associate Professor Gary John Hunter

BSurv (Hons), MSurvSc, PhD (Melbourne), LS, MISAust

Under section 4 (2) (e) of the *Surveyors Act 1978*, Professor Hunter is the academic nominee of the Minister, selected from those teaching surveying in Victorian Universities.

Professor Hunter is a senior academic with over 13 years experience in lecturing in land surveying and the Cadastre at The University of Melbourne. Prior to this he worked with the Australian Army, Victorian Survey and Mapping Division and Rural Water Commission as a surveyor. Professor Hunter has undertaken significant research into many areas of spatial information, including spatial accuracy.

Secretariat

During the year administrative and technical support was provided by the Office of the Surveyor General of Victoria within the Department of Natural Resources and Environment. Mr Kieth Pyke was Secretary to the Board until April 2001 at which time Mr Ian Keith Romeril commenced as Executive Officer and Secretary to the Board. Mr John Willcox continued as Assistant Secretary to the Board on a part time basis.

The mailing address and contact details of the Board are:

Surveyors Board of Victoria
Level 15, Marland House
570 Bourke Street
Melbourne Victoria Australia 3000
Telephone: 61 3 8636 2555
Facsimile: 61 3 8636 2589
Email: surveyors.board@nre.vic.gov.au
Internet: www.land.vic.gov.au/SurveyorsBoard

Meetings

During the year the Board convened 11 ordinary meetings and 4 special meetings. The following table outlines meeting attendance by members:

Member	Monthly Meeting	Special Meeting
Keith Bell	11	4
Barrie Bremner	11	4
Dorothy Prescott	9	1
Mark Stansfield	9	2
Roger Green	11	4
Gary Hunter	9	1

The purpose of the special meeting (7 July 2000) was to establish a Board prize for the best performing Trainee to become Licensed in the preceding financial year, and to approve examination results in professional practice and registration. The special meetings (4 December 2000 and 24 April 2001) approved examination results in professional practice and registration. The special meeting (29 June 2001) was held to select the best performing Trainee who had become registered as a Licensed Surveyor.

Activities

Trainee Surveyors

A Board registered Training Agreement provides a structured program to develop professional competence and is supervised by an experienced Licensed Surveyor. The Supervising Surveyor has responsibility to ensure the Trainee receives appropriate experience in a wide range of surveying activities.

Fifteen (15) Training Agreements were registered with the Board during the year.

In addition to undertaking a learning program with their Supervising Surveyor and submitting various survey projects to the Board for assessment, Trainees are now required to forward a six monthly Progress Report to the Board to enable training to be monitored and reviewed.

Training Agreements were registered between the following Trainees and Supervising Surveyors:

Mr Gary Steigenberger - Mr Michael Toll
Ms Eliza Harvey - Mr Leo Bateman
Mr Peter Williams - Mr Grant Hailes
Mr Brent O'Grady - Mr Gregory Chalmers
Mr Mathew Desmond - Mr Ivon Bryning
Mr Eden Fellows - Mr James Gleeson
Mr Dean McCarthy - Mr Trevor Kelly
Mr Andreas Cirugeda - Mr Stan Jeffreys
Mr Guarin Marsh - Mr Malcolm Perriam
Mr Paul Bracher - Mr Robert Macaulay
Mr Steven Willing - Mr Raymund Earls
Mr Dale Minney - Mr Neville Brayley
Ms Linda Petrunic - Mr Philip O'Brien
Ms Susan Herrick - Mr Kenneth Adams
Mr Timothy Dole - Mr Robin Nobelius

The Board especially acknowledges the contribution to the profession made by the following surveyors who assessed projects and surveys submitted by Trainees during the reporting period:

Mr Barrie Bremner
Mr Bill Cameron
Mr Eddie Cichocki
Mr Peter Davies
Mr Alan Fennell
Mr Roger Green
Associate Professor Gary Hunter
Mr Robin Johnston
Mr Robert Lundgren
Mr Bryce Milne
Mr David Mitchell
Mr Philip O'Brien
Mr Michael Ramsdale
Mr Allan Rose
Mr Mark Stansfield
Mr Beresford Vardy



Licensing and Registration of Surveyors

The Board provides two types of qualification. A Certificate of Competency in Surveying is issued to surveyors who satisfy the Board as to their competency in a broad range of surveying activities. These surveyors are known as Registered Surveyors. An additional Certificate of Competency in Cadastral Surveying is issued to Registered Surveyors who also possess specialised competency in cadastral surveying. These surveyors are authorised to carry out title boundary surveys and are known as Licensed Surveyors.

During the year the following amendments were made to the Register of Surveyors:

- 10 Trainees became Licensed Surveyors (ie Registered with Cadastral Endorsement) following the completion of registered Training Agreements: Mr John Podolczak, Ms Gabrielle McCarthy, Mr Colin Hall, Mr Robert Signorini, Mr Glenn Collins, Mr John Muldowney, Mr Simon Cox, Mr Geoffrey Forster, Mr Scott Wyllie and Mr Paul Dwyer.
- 2 Trainees became Registered Surveyors (ie without Cadastral Endorsement): Mr Peter Brown and Mr Malcolm McDonald.
- 3 Surveyors from other jurisdictions obtained their Victorian Licences under the Mutual Recognition arrangements between the Reciprocating Surveyors Boards of Australia and New Zealand (RSBANZ): Mr Mark Cleary, Mr David Silcock and Mr Philip Atkinson.

On 30 June 2001 there were:

- 1020 Surveyors Registered with Cadastral Endorsement
- 15 without Cadastral Endorsement.

Letters of Accreditation

Two Letters of Accreditation were issued to Victorian Licensed Surveyors to enable them to seek registration in reciprocating jurisdictions.

Council of the Reciprocating Surveyors' Boards of Australia and New Zealand

The Surveyors Board of Victoria has reciprocal arrangements to allow Licensed Surveyors to practice in other Australian States or Territories and New Zealand. The Reciprocating Boards (RSBANZ) meet every four years with ad hoc meetings of the Recess Committee held when required. The Reciprocating Boards adopt resolutions to give clear guidelines to each of the Surveyors' Boards so that common aims and standards are maintained. Chairmanship is rotated every four years amongst the members.

Functions of the Council

Strategic:

- Maintain a strategic overview of the implications of cadastral reforms as they relate to regulations and competencies required of Licensed Surveyors
- Maintain a strategic outlook for the occupational regulation of surveyors
- Develop standards for training and competency assessment
- Maintain a strategic outlook for the standards of surveying best practice
- Develop generic guidelines for land surveys

Administrative:

- Assessment of University surveying courses and surveying related training courses
- Assessment of overseas qualifications in conjunction with National Office of Overseas Skills Recognition (NOOSR)
- Maintain a National Register
- Co-ordinate and maintain reciprocal arrangements
- Communicate the objectives of RSBANZ to the profession
- Disseminate and implement resolutions

Council Meeting – New Zealand

Members from each jurisdiction attended the RSBANZ conference held in Queenstown, New Zealand, during August 2000. The Board's Chairman advised Minister Garbutt concerning the key outcomes of the RSBANZ Conference.

Ministerial approval was obtained for attendance of Surveyors Board of Victoria members Mr Roger Green, Mrs Dorothy Prescott and Mr Mark Stansfield. Mr Keith Bell and Mr Barrie Bremner also attended the conference, funded by the Department of Natural Resources and Environment.

Recess Committee Meeting

A Recess Committee Meeting was held on 8 March 2001 in Melbourne. The Board's Chairman attended and advised of the re-engineering of the RSBANZ, including a proposal that a permanent secretariat be provided by the Surveyors Board of Queensland, on a cost share basis for all member boards. The method of determining the contributions from each of the member boards will be confirmed at the Recess Meeting to be held in Brisbane in September 2001.

Regional Victoria Activities

The Board held the September 2000 meeting in Bendigo and the June 2001 meeting in Hamilton. Members also attended regional Institution of Surveyors groups meetings. Regional meetings such as these afford rural surveyors the opportunity of meeting with Board Members and to learn of current developments within the profession. The Board hosted a function, at each of the Regional meetings, with attendees from local industry, council and associated groups to further encourage liaison between surveyors and the community.

Website and Survey Practice Handbook

Information relating to the Surveyors Board of Victoria can be found on the internet website www.land.vic.gov.au/SurveyorsBoard. This website provides direct access to extensive information for surveyors and the community.

The website contents include:

- The role and responsibilities of the Board
- The Register
- Accreditation with the Surveyors Board of Victoria
- Practice Directions and the Survey Practice Handbook
- Training Agreements details

The three parts of the Survey Practice Handbook are no longer available in print and can only be accessed on-line from the Surveyors Board's website.

The Board provides the Handbook under Section 32 of the *Surveyors Act 1978* to detail all the acts and regulations relating to surveying and subdivision of land, standards together with content for plans and documents under the *Subdivision Act 1988*. The Handbook also provides other information on general matters relating to surveying that the Board considers of value to surveyors and the community. It is important to note the surveys of land boundaries (cadastral surveys) in Victoria are required to comply with relevant survey legislation, regulations, the Survey Practice Handbook and all Practice Directives or Circulars issued by the Surveyor General.

Disciplinary Proceedings

The Board receives complaints concerning surveyors from the public and from other surveyors. The Secretariat classifies the complaints to determine which fall within the scope of the Board's powers and refers those to the Inquiry Committee. As a consequence of the Inquiry Committee's investigations, two Licensed Surveyors fronted the Board during the year to show cause why action should not be taken against them under Section 18 of the *Surveyors Act 1978*.

Inquiry Committee

The Inquiry Committee is a sub-committee of the Board appointed in accordance with Regulation 11 of *Surveyors (Surveyors Board) Regulations 1992*, it meets monthly.

The roles of the Inquiry Committee are to:

- Investigate complaints by surveyors and members of the public regarding offences defined in the *Surveyors Act 1978*
- Investigate surveyors who have been referred to the Board as a result of the Surveyor General's Survey Audit Program due to serious non-compliance with the *Surveyors (Cadastral Surveys) Regulations 1995*
- Prepare documentation for formal hearings to determine discipline of Licensed Surveyors as to contravention of Section 18 of the *Surveyors Act 1978*
- Provide evidence for the Victorian Government Solicitor to undertake prosecution of Licensed Surveyors as to contravention of Section 18 of the *Surveyors Act 1978*
- Determine if appropriate procedures have been undertaken in relation to boundary definition
- Provide advice to the Board on the above matters

The members of the committee were Mr Barrie Bremner, Emeritus Professor Terry Roberts and Mr John Tulloch the Deputy Surveyor General.

During the report period the Inquiry Committee investigated sixteen surveyors in relation to non-compliance with the *Surveyors (Cadastral Surveys) Regulations 1995* and on three occasions the committee conducted interviews with Licensed Surveyors who were under investigation. The committee referred two Licensed Surveyors to the Board for disciplinary action.

Investigators Course

The Board's Inquiry Committee members attended the "Practical Investigation and Inquiry Course" coordinated by the Surveyors Board of Queensland in Brisbane in February 2001. Attendees commented that the course provided excellent training in matters of law and procedure to expeditiously deal with investigations.

Prizes

The Board awarded prizes to the following:

- The RMIT University Prize was awarded to Mr Daniel Esnouf as the student gaining Best Overall Results in the Final Year Major Project and Cadastral Surveying
- The University of Melbourne prize was awarded to Mr Glen Franklin as the student attaining the highest aggregate marks in the sequence of relevant planning, development and design subjects in Cadastral studies in 2nd, 3rd and 4th year of their studies
- The Surveyors Board prize was awarded to Mr John Podolczak for the best overall results in the examinations and projects leading to registration following the completion of a Training Agreement. The Prize selection is based on the Trainee's Urban and Rural Cadastral Folios (or Survey Projects) their Cadastral Law Project and their Examination in Professional Practice (Interview)

The Governor of Victoria John Landy AC MBE presented the prizes at the Victorian Surveyors Gala Dinner.



Presentation of Board Prizes
(L to R) David Mitchell (for Daniel Esnouf), John Podolczak, Don Valentine,
Governor of Victoria John Landy AC MBE, George Benwell, Glen Franklin

Sesquicentenary

2001 marked the 150th anniversary of appointment of Victoria's first Surveyor General.

During the year the Board was an active supporter of the sesquicentenary of Victoria and the Office of the Surveyor General.

In particular the Board supported the "Surveying Victoria Schools Competition". A state-wide competition for primary schools (years 4 to 6), involving a range of projects that promote literacy, mathematics, social studies, computing and general community awareness. The competition was launched at Yarra Valley Grammar School in March.

The Board also supported the preparation of the commemorative "Surveying Victoria" CDROM.

Centenary of Federation

The Board was a sponsor of the Centenary of Federation Surveying and Mapping Conference held in Canberra, 11-12 May 2001.

Land Surveyors Bill

The National Competition Policy Review of the *Surveyors Act 1978* was conducted by government in consultation with the Board and surveying profession. As a result, a revised legislative proposal was developed and the Land Surveying Bill was introduced to Parliament in May 2001.

Continuing Professional Development

Currently there are no legislative requirements for surveyors to undertake Continuing Professional Development (CPD). However, the Board recognises the importance of CPD and works with the professional and industry bodies in the provision of relevant programs.

The Land Surveying Bill before Parliament will replace the present lifetime registration system with competency based annual registration requirements. The Board will be responsible for assessing competency on an annual basis by implementation of a Continuing Professional Development scheme.

Business Management Workshop

The Board sponsored the Business Management Workshop, conducted at the University of Melbourne jointly by the Association of Consulting Surveyors Victoria and the Institution of Surveyors Australia, Victoria Division for final year surveying students in April 2001.

Cadastral Regulations – Administration by Board as the Responsible Authority

The *Surveyors (Cadastral Surveys) Regulations 1995* were made by the Board under the powers conferred in the *Surveyors Act 1978*. The objective being the regulation and control of both the making of cadastral surveys by Licensed Surveyors and the conduct of Licensed Surveyors in relation to the practice of cadastral surveying. To clarify any issues arising from the regulations the Surveyor General may issue Practice Directives or Circulars, which are submitted to the Board for endorsement. Following the April 2000 revision of the 1995 Survey Practice Circular there were no further Practice Directives or Circulars issued during the year.

The Board receives monthly reports from the Surveyor General on the outcomes of the Survey Audit Program and investigates the need for disciplinary actions. The Audit Program is a risk management initiative, and is undertaken by Office of the Surveyor General to monitor the standard of surveys lodged prior to registration and thereby endeavours to ensure that the integrity of the Cadastre is not diminished. During the year, 176 audits were performed on surveys by 136 surveyors, representing 38% of the surveyors who lodged plans with Land Victoria. The audit findings were that 107 or 61% of the audits recorded satisfactory results, although this is influenced by the targeted audit selection process. It is planned to add a component of random audit selection to the program to reduce the concentration on non-performing surveyors in future years.

Review of the Cadastral Surveying Requirements of the Survey Control Network

The Office of the Surveyor General and the Land Information Group commissioned this review in July 2000 which was conducted by the Department of Geospatial Science at RMIT University. The review process was overseen by a Steering Group comprising representatives from the Board, Institution of Surveyors Australia, Association of Consulting Surveyors and Land Victoria.

The review made use of widespread industry participation, including analysis of best practice in other jurisdictions to produce eleven specific recommendations relating to the survey control connection of cadastral surveys. The Board endorsed the review's recommendations at its April meeting, thereby enabling the subsequent preparation of a new Surveyor General Practice Directive planned to be released in December 2001.

Key recommendations related to the status of Global Positioning System (GPS) equipment for cadastral surveys, the Survey Mark Enquiry System (SMES) and the transition from Australian Map Grid (AMG) to full adoption of Map Grid of Australia (MGA) datum. In response to the review, the Office of the Surveyor General has carried out an evaluation of the use of GPS equipment in cadastral surveying covering four Australian jurisdictions which it will be presenting to the Board for endorsement.

As supported by the Board, the Surveyor General's 2001 Practice Directive will focus on the connection of cadastral surveys to AMG/MGA and the calibration of Electro-optical Distance Meters (EDM) survey instruments following the identification of sub-standard practices by the survey audit program.

Financial Audit Report

The Board is funded by appropriation by the Department of Natural Resources and Environment.

A copy of the audited Financial Statement is attached.



AUDITOR GENERAL
VICTORIA

AUDITOR-GENERAL'S REPORT

To the Members of the Parliament of Victoria, the responsible Ministers and the Members of the Surveyors Board of Victoria

Matters relating to the electronic presentation of the Audited Financial Report

This audit report relates to the financial report of the Surveyors Board of Victoria for the financial year ended 30 June 2001 included on the Board's web site. The Members of the Board are responsible for the integrity of the Board's web site. I have not been engaged to report on the integrity of the Board's web site. The audit report refers only to the statements named below. It does not provide an opinion 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 this web site.

Audit Scope

The accompanying financial report of the Surveyors Board of Victoria for the financial year ended 30 June 2001, comprising statement of financial position, statement of financial performance, statement of cash flows and notes to the financial statements, has been audited. The Members of the Board are responsible for the preparation and presentation of the financial report and the information it contains. An independent audit of the financial report has been carried out in order to express an opinion on it to the Members of the Parliament of Victoria, the responsible Ministers and the Members of the Board as required by the *Audit Act 1994*.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and complies with the requirements of the *Financial Management Act 1994*, so as to present a view which is consistent with my understanding of the Board's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report presents fairly the financial position of the Surveyors Board of Victoria as at 30 June 2001 and the results of its operations and its cash flows for the year ended on that date in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and complies with the requirements of the *Financial Management Act 1994*.

MELBOURNE
18 January 2002



J.W. CAMERON
Auditor-General

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Years of Auditing in the Public Interest



Surveyors Board of Victoria

ACCOUNTABLE OFFICER'S DECLARATION

We certify that the attached financial statements for the Surveyors Board of Victoria have been prepared in accordance with Part 9 of the Directions of the Minister for Finance under the *Financial Management Act 1994*, applicable Australian Accounting Standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the statement of financial performance, statement of financial position, statement of cash flows and notes to and forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2001 and financial position of the Surveyors Board of Victoria as at 30 June 2001.

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

Keith C. Bell RFD
Chairman
Surveyors Board

Melbourne
18 January 2002

Ian K. Romeril
Secretary
Surveyors Board

Melbourne
18 January 2002

SURVEYORS BOARD OF VICTORIA

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2001**

	Notes	2001 \$	2000 \$
CURRENT ASSETS			
Cash Assets	(7 & 11)	110,997	85,456
Inventories		-	-
Receivables	(6 & 11)	7,296	9,152
TOTAL CURRENT ASSETS		118,293	94,608
CURRENT LIABILITIES			
Payable	(9 & 11)	6,279	4,990
TOTAL CURRENT LIABILITIES		6,279	4,990
NET ASSETS		112,014	89,618
EQUITY			
Accumulated Surplus	(10)	112,014	89,618
TOTAL EQUITY		112,014	89,618

The accompanying notes form part of these financial statements.

SURVEYORS BOARD OF VICTORIA

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2001**

	Notes	2001 \$	2000 \$
REVENUE FROM ORDINARY ACTIVITIES			
Resources Received Free of Charge	(4)	116,703	128,038
Government Grant - Legal Fees		50,000	-
Fees	(2)	3,517	3,280
Sales of Handbooks/Binders	(3)	-	2,600
Interest Revenue		3,413	2,593
Other Income		-	45
TOTAL ORDINARY REVENUE		173,633	136,556
EXPENSES FROM ORDINARY ACTIVITIES			
Cost of Handbooks/Binders	(3)	-	(1,868)
Administration Costs	(4)	116,703	(160,757)
Board Expenses	(5)	(18,201)	(5,733)
Audit Fees		(5,500)	(4,230)
Board Members' Fees		(5,280)	(5,940)
Assessment of Overseas qualifications (BAOQ)		-	(510)
Examiners' Fees		(740)	(1,345)
Complimentary Handbook Issues		-	(463)
Legal Fees		(1,321)	(336)
Sponsorships		(3,492)	(1,000)
TOTAL ORDINARY EXPENSES		(151,237)	(182,182)
NET RESULT FOR REPORTING PERIOD	(10)	22,396	(45,626)
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH THE VICTORIAN STATE GOVERNMENT IN ITS CAPACITY AS OWNER		22,396	(45,626)

The accompanying notes form part of these financial statements.

SURVEYORS BOARD OF VICTORIA

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2001**

	Notes	2001 \$	2000 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash receipts in the course of operations		55,793	8,524
Cash payments in the course of operations inclusive of GST		(33,665)	(20,171)
Interest received		3,413	2,593
NET CASH INFLOWS (OUTFLOWS) FROM OPERATING ACTIVITIES	(8)	25,541	(9,054)
NET INCREASE (DECREASE) IN CASH HELD		25,541	(9,054)
CASH AT THE BEGINNING OF THE FINANCIAL YEAR		85,456	94,510
CASH AT THE END OF THE FINANCIAL YEAR	(7)	110,997	85,456

The accompanying notes form part of these financial statements

NOTES TO AND FORMING PART OF THE ACCOUNTS OF THE SURVEYORS BOARD FOR THE YEAR ENDED 30 JUNE 2001

1 STATEMENT OF ACCOUNTING POLICIES

(a) General

These financial statements are a general purpose financial report and have been prepared in accordance with the *Financial Management Act 1994*, the Directions issued by the Minister for Finance under the Act, the *Surveyors Act 1978* and Australian Accounting Standards.

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 the year ended 30 June 2001.

(c) Recognition of revenue

All revenue is brought to account as it is received. Interest income is recognised as it accrues. Revenue is recognised on the following basis:

- i. Interest revenues from Cash at Bank are brought to account when earned.
- ii. Grants from Government are recognised as revenue in the year the Surveyors Board gains control of these funds. Grants are provided at the discretion of the Government.
- iii. Personnel, professional fees and other administrative services amounting to \$116,703 were provided free of charge to the Surveyors Board by the Department of Natural Resources and Environment. These resources have been included in the Statement of Financial Performance as income "Resources Received Free of Charge" and as expenses in "Administration Costs".
- iv. Revenue is recognised on the sale of Surveyor handbook material and various certification, accreditation and examination fees.

(d) Cash Assets

For purposes of the statement of cash flows, 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, net of outstanding bank overdraft.

(e) 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.

(f) 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.

(g) Employee Entitlements

The Surveyors Board has no employees.

(h) 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 (ATO). 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.

(i) Income Tax

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

(j) Comparative Figures

As a result of applying revised Accounting Standards AAS1 Statement of Financial Performance, AAS36 Statement of Financial Position and AAS37 Financial Report Presentation and Disclosure for the first time, a number of comparative amounts were represented or reclassified to ensure comparability with the current reporting period.

2. FEES

	2001	2000
	\$	\$
Examination of Projects	585	936
Registrations	1,122	858
Registration Certificates	544	416
Cadastral Endorsements	544	416
Certificates of Competency	280	160
Training Agreements	390	234
Letters of Accreditation	52	260
Total	3,517	3,280

3. GROSS PROFIT FROM HANDBOOK / BINDER SALES

	2001	2000
	\$	\$
Handbook and Binder Sales	-	2,600
Less Cost of Sales	-	(1,868)
Gross Profit	-	732

**NOTES TO AND FORMING PART OF THE ACCOUNTS OF THE
SURVEYORS BOARD FOR THE YEAR ENDED 30 JUNE 2001**

4 ADMINISTRATION COSTS

The Department of Natural Resources and Environment (Land Registry) has provided services free of charge as follows:

	2001 \$	2000 \$
Secretary & Assistant- Salary Costs	102,007	114,901
Other Operating Expenses:		
Computers and Communications	2,860	2,665
Office Expenses:		
Office and General Overheads	11,836	10,472
Total Provided Free of Charge	116,703	128,038
Write off obsolete stock	-	32,719
Total Administration Costs	116,703	160,757

5. BOARD EXPENSES

	2001 \$	2000 \$
Catering	652	250
F.I.D., Bank Charges	56	-
Office Supplies and Printing	-	262
Subscription	66	60
Accommodation, Travel etc	15,387	4,461
Advertising	1,976	700
Refunds	64	-
Total	18,201	5,733

**NOTES TO AND FORMING PART OF THE ACCOUNTS OF THE
SURVEYORS BOARD FOR THE YEAR ENDED 30 JUNE 2001**

6. RECEIVABLES

	2001	2000
	\$	\$
I. R. Palmer- Recoup of Legal Fees	6,326	9,152
GST Receivable	970	-
Total	7,296	9,152

7. RECONCILIATION OF CASH

For the purposes of the statement of cash flows, the entity considers cash to include cash on hand and in banks and instruments in the money market. Cash at the end of the reporting period as shown in the statement of cash flows is reconciled in the related items in the statement of financial position as follows:

	2001	2000
	\$	\$
Cash at Bank	110,947	85,406
Petty Cash	50	50
Total	110,997	85,456

**8. RECONCILIATION OF NET RESULT FROM ORDINARY ACTIVITIES TO NET CASH INFLOW
(OUTFLOW) FROM OPERATING ACTIVITIES**

	2001	2000
	\$	\$
Net result for the Year	22,396	(45,626)
Decrease (Increase) in Stock	-	34,598
Decrease (Increase) in Receivables	1,856	2,694
(Decrease) Increase in Accruals	1,289	(720)
Net cash inflows (outflows) from operating activities	25,541	(9,054)

**NOTES TO AND FORMING PART OF THE ACCOUNTS OF THE
SURVEYORS BOARD FOR THE YEAR ENDED 30 JUNE 2001**

9. ACCRUALS

	2001	2000
	\$	\$
Examiners Fees	-	40
Legal Fees	229	-
Audit Fees	6,050	4,200
Handbook Costs	-	540
Assessment of Overseas Qualifications	-	210
Total	6,279	4,990

10. MOVEMENTS IN EQUITY

	2001	2000
	\$	\$
Accumulated Surplus at 1 July 2000	89,618	135,244
Net result on the previous years	22,396	(45,626)
Accumulated Surplus at 30 June 2001	112,014	89,618

**NOTES TO AND FORMING PART OF THE ACCOUNTS OF THE
SURVEYORS BOARD FOR THE YEAR ENDED 30 JUNE 2001**

11. FINANCIAL INSTRUMENTS

The carrying amount of financial assets and liabilities represented within these financial statements equate to Net Fair Value.

Cash at Bank

Cash at bank is carried at a nominal amount.

Debtors

Debtors are carried at a nominal amount. Credit risk is minimal and the Board is not materially exposed to any individual debtor.

Sundry Creditors

Sundry creditors are recognised for amounts to be paid in future for goods and services received. Terms of settlement are generally 30 days.

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	2001 \$ Floating Interest Rate \$	2000 \$ Floating Interest Rate \$	2001 \$ Non Interest Bearing \$	2000 \$ Non Interest Bearing \$	2001 \$ Total \$	2000 \$ Total \$
Financial Assets							
Cash at Assets	(7)	110,997	85,456			110,997	85,456
Receivables	(6)			7,296	9,152	7,296	9,152
		110,997	85,456	7,296	9,152	118,293	94,608
Weighted Average Interest Rate		3.40%	2.90%	0%	0%	3.4%	2.9%
Financial Liabilities							
Accruals	(9)	-	-	6,279	4,990	6,279	4,990
				6,279	4,990	6,279	4,990

NOTES TO AND FORMING PART OF THE ACCOUNTS OF THE SURVEYORS BOARD FOR THE YEAR ENDED 30 JUNE 2001

12. RESPONSIBLE PERSONS

The names of persons who were Responsible Persons at any time during the financial year are:

Mr Keith Bell, Surveyor-General (Board Chairman),
 Mr Barrie Bremner, Surveyor and Chief Draughtsman in the Office of Titles (Deputy Chairman),
 The Honourable Sherryl Garbutt MP, Minister for Environment and Conservation,
 Mr Roger Green, Governor in Council appointed Licensed Surveyor nominated by the Institution,
 Dr Gary Hunter, Governor in Council appointed Licensed Surveyor nominated by the Minister engaged in teaching Surveying at a Board approved tertiary course,
 Ms Chloe Munro, Secretary Department Natural Resources,
 Mrs Dorothy Prescott, Governor in Council appointment nominated by the Minister,
 Mr Kieth Pyke (Board Secretary) 1/7/00 - 4/5/01,
 Mr Ian Romeril (Board Secretary) 7/5/01 - 30/6/01,
 Mr Mark Stansfield, Governor in Council appointed Licensed Surveyor nominated by the Institution, and
 Mr John Willcox (Assistant Board Secretary) Part - Time

(a) The number of responsible persons receiving remuneration:

Remuneration	2001	2000
\$0 - \$10,000	4	4

(b) Remuneration received by members of the Board for the year ended 30 June 2001.

Remuneration	2001	2000
	\$5,280	\$5,940

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

The salaries of Mr Keith Bell, Mr Barrie Bremner and Ms Chloe Munro are included in the financial statements of the Department of Natural Resources and Environment.

The salaries of the Boards Secretary and the Assistant Secretary are disclosed in the financial statements of the Department of Natural Resources and Environment.

(c) During 2000/01 there were no transactions entered into between the responsible members and their related parties.

13. EXECUTIVE OFFICER REMUNERATION

There were no executive officers whose total remuneration exceeded \$100,000 during the reporting period (2000 - nil).

14. CONTINGENT LIABILITIES

There were no contingent liabilities as at 30 June 2001 (2000 - nil)

15. COMMITMENTS

There were no commitments as at 30 June 2001 (2000 - nil)