

Annual Report  
2002-2003



Surveyors Board of Victoria



Licensed Surveyor Peter Williams

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Surveyors provide certainty for property development, infrastructure and natural resource management, which form the foundation for our communities and cities.

## About the Board

### An Overview

For more than 100 years, the Surveyors Board of Victoria has promoted and supported quality surveying practice in Victoria.

The Board was established in 1892 to conduct examinations in surveying, to register surveyors and to make regulations in relation to surveying in Victoria. Today this statutory body continues to promote high standards in surveying practice by assessing the competency of surveyors, keeping a register of surveyors and producing regulations and guidelines to encourage quality practice.

Surveying is about creating, managing and applying land-based information to identify and manage land parcels and provide clear information from which land use decisions can be made. Sometimes referred to as Geomatics or Geospatial Science, surveying is important in diverse areas, including engineering; mapping; determining property boundaries (cadastral surveying); mining; charting of waterways; establishing survey positioning frameworks (geodetic surveying); and land and geographic information systems.

Chaired by the Surveyor General of Victoria, the Board includes members from government, industry, academia and the community. Administrative support is provided by the Department of Sustainability and Environment.

### Our Vision

To ensure the community has competent, professional surveyors and confidence in Victoria's property system.

### Our Mission

To protect the integrity of Victoria's land boundaries system by keeping a register of qualified, competent surveyors, monitoring their performance and setting standards for surveying practice.





Licensed Surveyors David Boyle and Mark Cleary with Robert Templeton

## Our Goals

The Surveyors Board of Victoria aims to:

- License surveyors and maintain a register of competent surveyors in Victoria.
- Ensure that surveyors have opportunities for training, accreditation and professional development.
- Promote high standards in practice.
- Raise awareness of the role of surveyors through information, promotion and education.
- Recognise and encourage excellence in surveying.
- Encourage the profession to apply new technology and techniques.
- Provide advice to the Government and the Surveyor General on surveying matters.

### Our Achievements in 2002–2003

Major achievements during the reporting period are:

- A 40 per cent increase in surveyors entering professional training agreements, including a significant increase in the number of female candidates.
- A significant increase in the satisfactory rate for surveys audited by the Survey Audit Program.
- Updating the regulations that govern the registration of surveyors and commencing a regulatory impact assessment on the Surveyors (Fees) Regulations 2003.
- Redesigning and upgrading the Board's website, increasing online service delivery.
- Commemorating the bicentenary of Charles Grimes mapping Port Phillip and identifying the site of the City of Melbourne.
- Growth of the NEC Surveying Victoria Schools Competition with 21 schools participating.
- Awarding certificates to registered and licensed surveyors at two Conferral of Registration and Certificate Presentation ceremonies.
- Providing constructive input into the independent Hedburg Review into Victoria's Regulatory and Administrative Framework for Survey and Spatial Information.

### Our Objectives for 2003–2004

Major aims for the year ahead include:

- Continuing to improve communication with the profession and the community.
- Revising the content and delivery format of the Survey Practice Handbook.
- Increasing the number of registered and licensed surveyors.
- Fostering relationships with reciprocating jurisdictions.
- Establishing procedures for the use of Global Positioning Systems (GPS) for property surveying.
- Reviewing the format and requirements of professional training agreements.
- Conducting induction courses for surveyors entering professional training agreements and for supervising surveyors.
- Further increasing the online service delivery components of the Board's website.
- Appointing new Board members.
- Increasing female representation in the industry.
- Reviewing regulations and legislation.
- Finalising endorsement of Victoria's two undergraduate University surveying courses.





## ERRATUM

The Chairman's Report set out on page 3 purports to have been given by Dr. Keith C Bell and his photo and an electronic representation of his signature appears.

However, Dr. Bell retired on 7 July 2003 and the Report should have been signed by Mr John Tulloch who was chairman at the time the Report was finalised and presented to the Minister for tabling before Parliament. Dr. Bell did not authorise the use of an electronic representation of his signature or his photo with the report. The Board sincerely regrets the mistake and has apologised to Dr. Bell.

## Chairman's Report

2002–2003 has been a very progressive year for the Board and our profession.

Our efforts to develop the profession, to maintain high standards and to encourage young surveyors to the registration process are bearing fruit.

In 2002–2003, the Board registered 21 professional training agreements, a record number, which reflects our promotion of surveying to all young people studying and working in related fields.

We are in fact the only Board in Australia and New Zealand to have a female licensed surveyor as a sitting member—Ms Gabrielle McCarthy joined the Board last financial year and has been a strong advocate for increasing representation of women in the industry.

In 2002–2003, the Board continued to support students by sponsoring annual awards and endorsing courses that give students a solid academic foundation prior to entering professional training agreements.

We also brought surveying to the classrooms of even younger students – 21 schools participated in this year's NEC Surveying Victoria Schools Competition. The competition is an excellent way for children to find out about what surveyors do. Students from schools across Victoria enjoyed the practical tasks that introduced them to mapping, surveying and spatial sciences.

The Survey Audit Program was again pivotal in measuring and maintaining professional standards. The Board attributed regular auditing and the monthly reporting to the profession on survey practices as key contributors to the significant increase in satisfactory surveys this year.

This year the Board built on last year's successful communications activities. Amongst other initiatives we now have a redesigned, informative and easy to use website that provides current information and advice for surveyors, the industry and the general public.

As always, the regional meetings were a highlight, allowing Board members to meet with surveyors in rural Victoria.

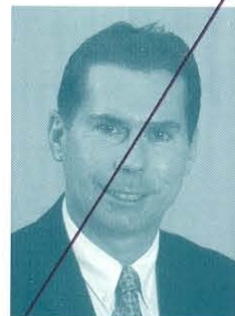
And this year we are delighted to announce that the longest serving member of the Board, Mrs Dorothy Prescott, was awarded the Order of Australia Medal at the Queen's Birthday Honours for her service to surveying, map librarianship and cartobibliography.

It has been a thoroughly productive and successful year. I thank all the Members for their continued commitment and endeavours to successfully achieve the Board's goals.

~~K.C. Bell~~ John E. Tulloch

~~Dr Keith C. Bell, RFD  
Chairman  
Surveyors Board of Victoria~~

John E. Tulloch  
Chairman



Surveyors Board  
of Victoria

Amended at direction  
of the Minister

John E. Tulloch

John E. Tulloch  
Chairman

Surveyors Board of Victoria

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Licensed Surveyor Kenneth Adams

## Executive Officer's Report

This year has certainly been a busy one for the Board and, in turn, the Executive Office comprising Mr Ian Romeril, Ms Lalitha Mylvaganam and Mr John Willcox. The Executive Office manages the day-to-day functions and provides administrative support in all aspects of the Board's powers.

The number of professional training agreements submitted for approval has grown, as has the practical projects from those surveyors already under a training agreement, and professional practice interviews for those completing the registration process.

Applications from interstate surveyors seeking registration in Victoria through the mutual recognition agreement also increased, as did applications from Victorian surveyors seeking a Letter of Accreditation to enable registration interstate.

Concerns raised by the public were officially investigated by the Inquiry Committee, and related to apparent non-compliance with regulations about title surveys. Investigated surveyors were advised on how to modify their surveying practice to improve their service to the community.

We also facilitated the making of the Surveyors (Registration) Regulations 2003, which governs the procedures and endorsement for the registration of surveyors. The Surveyors (Fees) Regulations 1992, which governs the fees payable by surveyors under a training agreement and the remuneration of examiners, is scheduled to be remade in the next financial year.

We continue to foster relationships with reciprocating Boards in other states of Australia and in New Zealand, which enables the development and maintenance of nationwide standards for surveyors and continuing mutual recognition.

It was also the year in which we farewelled our Chairman, Dr Keith Bell. Over the past four years Dr Bell has served the Board and the profession with great leadership and foresight. He has instigated numerous successful initiatives and was a keen advocate in encouraging young people to contemplate a career in land surveying.

A measure of the Board's success under Dr Bell's Chairmanship is that over the past four years Victoria has registered 60 new surveyors and 61 professional training agreements. These figures are the highest in the last decade and we look forward to this trend continuing. The Board thanks Dr Bell for his dedication, leadership and vitality. We wish him every success in his future endeavours.

It was a year in which the Board and the Executive Office worked closely to achieve our objectives, and we look forward to even more success in the year to come.

Mr Ian K. Romeril LS  
Executive Officer  
Surveyors Board of Victoria





**Licence Conferral of Scott Jukes**

## Achieving our Goals

### **Licensing and Registration**

To maintain high standards in surveying, the Surveyors Board of Victoria registers and licenses surveyors who meet competency criteria. The Board also maintains a register of all registered and licensed surveyors in Victoria.

At 30 June 2003, there were 17 registered surveyors and 1,059 licensed surveyors in Victoria.

The Surveyors Board issues two types of certificates:

**Certificate of Competency in Surveying** – issued to surveyors competent in a range of surveying activities. These surveyors are then known as registered surveyors and often specialise in engineering, mapping, GPS or GIS.

**Certificate of Competency in Cadastral Surveying** – issued to surveyors competent in a range of surveying activities who have also completed the required cadastral elements of the training agreement. These surveyors are then known as licensed surveyors and are the only surveyors authorised to perform property boundary surveys. Many businesses, including local government, utilities and the building, engineering and construction industries, also engage licensed surveyors to provide expert services in engineering, construction, planning, mapping, GPS and GIS.

During the year the following nine surveyors became licensed surveyors after successfully completing their training agreements:

Stephen Bond LS  
Andrew Busse LS  
Peter Dennis LS  
Matthew Desmond LS  
Darren Ford LS  
Bernard Goodison LS  
Scott Jukes LS  
Geoffrey Ladner LS  
Craig Stewart LS

Seven surveyors from other jurisdictions obtained Victorian licences under the mutual recognition arrangements between the CRSBANZ. These are:

Mark Anderson LS  
Robert Barker LS  
Michael Degg LS  
Timothy Cusack LS  
Jeffrey Owen LS  
Stuart Rob LS  
Michael Wolter LS

### **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. Twelve letters of accreditation were issued during the reporting period.

‘Registration with the Board as a Licensed Surveyor is a qualification that is widely considered to demonstrate the professionalism and expertise of a surveyor.’

*Emeritus Professor Terrence Roberts AM*



Cadastre – an official register of property ownership and interests.



Licensed Surveyor Frank Culliver with Trainee Glen Franklin

### Training, Accreditation and Professional Development

Registered and Licensed Surveyors are qualified professionals who hold a surveying degree and have completed the professional training and examinations set by the Surveyors Board of Victoria whilst gaining supervised practical experience.

The Board plays a major role in ensuring that there are opportunities for surveyors to participate in training and professional development. The Board also prescribes and endorses degrees, diplomas and other qualifications as suitable courses of study and training in surveying; holds examinations and appoints examiners; issues Certificates of Competency; and approves and records professional training agreements.

### Professional Training Agreement

Surveyors seeking registration with the Board must complete a professional training agreement. As part of this agreement, surveyors must complete a minimum of 360 days training and practical learning under the supervision and guidance of a Licensed Surveyor, submit a cadastral law assignment, prepare portfolios of rural and urban surveys, demonstrate their understanding of the subdivision process, and complete a professional practice interview with a panel of Board members.

During the year, the Board registered 40 per cent more training agreements than for the previous year, including an increased number of female surveyors.

‘Using strategies that raise the profile and esteem of the profession and through enhanced communication with surveying students, we have achieved a 320% increase in new training agreements since 1997’.

*Ian Romeril LS, Executive Officer, Surveyors Board of Victoria*

Congratulations to these surveyors who have registered professional training agreements with the Board during the financial year:

### Surveyor

Cameron Boschert  
Adam Carter  
Mark Ednie  
Andrei Fijan  
Anthony Ford  
David Harris  
Matthew Heemskerk  
Phillip Herridge  
Kylie Jones  
Clint Joseph  
Mathew Kirby  
Lachlan Macrae  
Campbell McGregor  
Bradley Millar  
Benjamin Nadenbousch  
Sean O’Connor  
Adam O’Halloran  
Wesley Pye  
Matthew Shandley  
Dean Sneddon  
Robin Stickland

### Supervising Surveyor

Mark Sargent LS  
George Szirom LS  
Clifford Carson LS  
Ross Nicholson LS  
David Sidley LS  
Grant Hailes LS  
John Chivers LS  
Mary Rabling LS  
Clifford New LS  
Alan Simpson LS  
Ross Singleton LS  
Richard Cirillo LS  
Adrian Cummins LS  
Mark Stansfield LS  
Leon Wilson LS  
Michael Swales LS  
Willem Nagel LS  
Philip Price LS  
Rowland Jubb LS  
Peter Dell LS  
Paul Mantyvirta LS

### University Course Endorsement

The Board assesses and endorses university surveying courses to ensure that graduates will be eligible to enter the Board’s professional training agreement and seek registration.

During the year, the Board sought information from the University of Melbourne and RMIT University regarding significant changes to the course structure and content since the last course endorsement. A comprehensive review of each course, including the amount of cadastral content, will be undertaken prior to re-endorsement, which is expected by the end of 2003.



**Geographic Information Systems** – Geographic Information Systems (GIS) are computerised database systems which enable the storage, manipulation and display of land related data. GIS can be used to model past and future scenarios, such as the effects of climate change, population growth or bushfire distribution.

#### **Communicating and Raising Awareness**

During the year the Board undertook a range of activities to raise awareness of the quality and outcomes of the work of surveyors.

#### **Plaque and CD-ROM Commemorate Grimes Expedition**

In 1803, Surveyor Charles Grimes changed the course of Victoria's history. While surveying Port Phillip, his expedition discovered the Yarra River and identified the site of the current City of Melbourne as worthy of settlement.

To commemorate the bicentenary of Grimes' expedition, John So, Lord Mayor of Melbourne, and Dr Keith Bell, Chairman of the Board, unveiled a plaque on the south bank of the Yarra River on 27 February 2003. The unveiling was preceded by a re-enactment of the arrival of Grimes' boat in the Turning Basin, with occupants in period costume. Following the ceremony, an educational multimedia CD-ROM commissioned by the Association of Bayside Municipalities and sponsored by the Board, was launched at Melbourne Aquarium.

The plaque and CD ROM acknowledge Charles Grimes' achievement and promote wider community awareness of his role in the exploration of Victoria.

#### **Edward White Monument**

Edward White, a notable surveyor who died suddenly at the Kilmore Survey Camp in 1853, was remembered at a ceremony on 6 May 2003. Dr Keith Bell, Chairman of the Board, unveiled a monument to the man who co-surveyed the South Australia-Victoria border with Henry Wade. Edward White completed his survey with great resilience and under extreme hardship and is deservedly recognised in the naming of the Wade-White Line. He was also the surveyor responsible for the layout of the township of Kilmore, which is Victoria's oldest inland settlement.

Located at the library in Sydney Street, the plaque and stone monument represent a joint effort between the Kilmore Historical Society, Mitchell Shire and the Institution of Surveyors Victoria.

**'Without Charles Grimes the city may not be the city it is today.'**

*Dr Keith Bell, Chairman, Surveyors Board of Victoria*



**Dr Keith Bell with Lord Mayor John So unveiling Grimes plaque**



**The Hon. Ben Hardman, MP with Dr Keith Bell presenting the NEC Surveying in Schools competition first prize to Yarra Glen Principal Joe Pacquola**

### **NEC Surveying Victoria Schools Competition**

Once again the Board ran the very successful NEC Surveying Victoria Schools Competition. This initiative to increase younger students' awareness of the surveying profession included a variety of practical tasks, with students learning about mapping, surveying and spatial sciences in an interesting and enjoyable environment.

Twenty-one public, catholic and independent schools from across rural, regional and metropolitan Victoria entered with six schools awarded prizes.

First prize of a personal computer package from NEC was awarded to Yarra Glen Primary School at a presentation ceremony on 13 March 2003. Ben Hardman, Member for Seymour, congratulated the involvement of industry bodies and the competition's ambassador program. Mr Joe Pacquola, Principal, said that the competition had raised awareness of the importance of surveying and geographical awareness.

'The competition has succeeded in bringing to life Mathematics, English, Science, Technology and History by relating these key subjects to the real world activities of surveying.'

*The Honourable Ben Hardman, Member for Seymour and former school principal*

Additional competition sponsors included CR Kennedy and Silva Compasses.

### **Website Improves Access to Information**

The redesigned Board website was launched on 18 March 2003 to improve access to information for surveyors, the industry and the general public. Members of the public can use the site to check if a surveyor is licensed to perform property boundary surveys; surveyors under a training agreement can download schedules; and registered and licensed surveyors can access the *Survey Practice Handbook* and *Surveyor General Practice Directives*.

The number of people visiting the Board's website has steadily increased, reaching 13,957 hits since its launch, peaking at 5,704 hits for the month of June 2003. As the website grows in content and functionality, the Board expects an even greater increase in the number of users during the next financial year.

### **Survey Practice Handbook Revision**

The *Survey Practice Handbook* is the main reference tool for surveyors in Victoria. It includes the Acts and Regulations relating to surveying and land subdivision as well as sample plans and documents. All surveys in Victoria are required to adhere to the requirements of the *Survey Practice Handbook*, which is available on the Board's website.

The Board is presently revising the content and delivery format of the Handbook.

### **Regular Reporting in Industry Publications**

The Board communicates with surveyors and the industry through regular reporting in the Institution of Surveyors and Association of Consulting Surveyors publications. These publications are an important medium through which the Board reports about outcomes from the monthly meetings, survey audit program results, performance reminders and other information relevant to surveyors.

The Board also produces and distributes media releases on important events for the profession.

'Victoria has an excellent cadastral system – world's best practice – which was introduced over 150 years ago and has been protected and maintained by generations of surveyors'.

*Dr Ray Holmes, Surveyor General and Chairman of the Board 1979–88*

### **Recognising and Encouraging Excellence**

An important aim of the Board is to improve perceptions of the role of surveyors and acknowledge their expertise and achievements.

### **Annual Awards**

The Board sponsors two university awards to acknowledge exceptional achievement in surveying studies and to encourage surveying students to consider registration with the Board.

The 2002 RMIT University Award was presented to Rodney Olsen, who achieved the best overall results in the final year Cadastral Surveying course and the final year Major Project.

The 2002 University of Melbourne Award was presented to Joanne Poon, who attained the best overall results in cadastral studies in second, third and fourth year.

The Board also presents an award to the surveyor who achieved the best overall results for registration. The 2002–2003 award was presented to Matthew Desmond for the quality of the folios and projects he presented during the training agreement and the period of time taken to complete the registration process.

### **Ceremonies to Confer Registration**

On 9 September 2002 and 18 March 2003, the Board conducted conferral ceremonies to acknowledge and celebrate the achievements of newly registered and licensed surveyors. The ceremonies are 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.

Nine surveyors received registration certificates at the September ceremony held at 55 Collins Street, Melbourne. Dr Ray Holmes, Surveyor General and Chairman of the Board from 1979–88, delivered the keynote speech highlighting the quality of the State's cadastral system and Licensed Surveyors' responsibilities to the community.

The March ceremony was held at the Melbourne Planetarium where guests were treated to a 3D celestial navigation demonstration and virtual rollercoaster ride. Mr Bob Eddington, Acting Surveyor General during 1988–89, delivered the keynote speech which emphasised the varied work of surveyors and their prospective role in the development of third world countries. Eight surveyors received their registration certificates.

Mr Bob Eddington explained, as a specialist in land titling systems, his career had been highlighted by the diverse and exciting opportunities made available by surveying.

'I have presented maps depicting the location of bushfire outbreaks started by an arsonist, assembled all the measurements necessary for a Royal Commission to investigate the collapse of the Westgate Bridge, explained to a Judge why he could not scale directly from an aerial photograph (this was not an easy task), tracked the trajectory of bullets, and assisted with the plans needed to describe the disappearance of a Prime Minister at Portsea.'

*Bob Eddington, Acting Surveyor General 1988-89*



**Dr Ray Holmes with newly Licensed Surveyor Gary Steigenberger**

'This is a pleasing result for the Board and reflects the success of the audit program in maintaining surveying standards.'

Barrie Bremner LS, Deputy Chairman, Surveyors Board of Victoria

#### Promoting high standards in practice

The Board works with the profession and the community to promote and ensure that high standards in practice and service delivery are met.

#### Survey Audit Program

The Survey Audit Program is a risk management initiative that aims to protect the integrity of Victoria's property boundary system through random and targeted audit surveys. The Office of the Surveyor General audits surveys lodged prior to registration and the Board undertakes investigations and disciplinary proceedings with those surveyors who fail audits. This year 88 per cent of randomly selected surveys achieved a satisfactory result, an increase of 8 per cent from last financial year.

The targeted selection process specifically audits surveyors who frequently perform below standard, and surveyors whose most recent audit was unsatisfactory. A satisfactory result was achieved for 70 per cent of these surveys.

#### Disciplinary Proceedings

The Board receives complaints about surveyors from the public and the profession. The Board's Executive Office classifies these complaints and refers those that fall within the Board's jurisdiction to the Inquiry Committee, a sub-committee of the Board.

The Committee considers, amongst other aspects, if Regulations have been followed in relation to boundary definition. The Committee investigates these complaints and collects evidence for formal hearings. The Victorian Government Solicitor provides advice on the conduct of Administrative Tribunals. Complaints that fall outside the jurisdiction of the Board are referred to the Institution of Surveyors Victoria professional practice committee.

During the year, the Inquiry Committee considered 13 complaints relating to non-compliance with the *Surveyors (Cadastral Surveys) Regulations 1995* and conducted three interviews with licensed surveyors to resolve matters arising from investigations. The committee referred two licensed surveyors to the Board for disciplinary action.

To continually refine processes and standards, two members of the Survey Audit Team attended a Practical Investigations and Inquiry Course coordinated by the Surveyors Board of Queensland in October 2002. The course combines legal principles with a practical program to assist complaint investigators.



Robert Templeton with Licensed Surveyor David Boyle



**Global Positioning System** – The Global Positioning System (GPS) is a satellite-based navigation system made up of a network of satellites which orbit the earth. The orbital path of these satellites is known to a very high degree of accuracy, which is continuously transmitted to earth as a radio signal. GPS instruments receive this transmission from four or more satellites and use trilateration to calculate the unit's location.

#### **Promoting new technologies and techniques**

##### **GPS Guidelines for Cadastral Surveying**

Over the past few years there have been many developments in satellite positioning technology. For example, advances in communications have supported new techniques for positioning; advances in computing power have resulted in greater capability for modelling and processing of data to account for distortions; the European Union and Japan are soon to launch their own constellation of positioning satellites which will augment GPS; and the Victorian Government has further developed its network of GPS base stations. These developments have led to greater interest in using satellite positioning for a broader range of surveying activities. The Board, as the Government's peak advisory body on surveying, has been proactive in analysing the use of new technologies, particularly as they relate to property surveying.

As a result of recent developments in the use of GPS, the Board commissioned RMIT University, Department of Geospatial Science, to review Part 12 of the *Survey Practice Handbook*, which focuses on the use of GPS. The review has just been completed and the Board is now considering the recommended updates.



**Licensed Surveyor Phillip Dingeldei**

# The Surveyors Board of Victoria and its membership is established in section 4 of the *Surveyors Act 1978*.

## Corporate Governance

### Board Roles and Responsibilities

The *Surveyors Act 1978* sets out the powers and functions of the Board.

### Section 8 – Powers and Functions

The powers and functions of the Board are to:

- Prescribe degrees, diplomas and other qualifications as suitable courses of study and training in surveying for the purpose of attaining registration as a surveyor
- Hold examinations and appoint examiners
- Issue and cancel Certificates of Competency
- Maintain a Register of Licensed and Registered Surveyors
- Approve and record professional training agreements
- Create and maintain reciprocal arrangements with similar jurisdictions, including the issuing of Letters of Accreditation
- Take proceedings for offences against the *Surveyors Act 1978* or the regulations
- Perform any other duties necessary for carrying the provisions of the *Surveyors Act 1978* into effect

### Section 32 – The Survey Practice Handbook

This Handbook is the authoritative reference for surveying practice and procedures in Victoria. Available online through the Board's website, the Handbook is an excellent medium for the Board to deliver information about surveying, standards and other matters of value to surveyors.

### Section 33 – Creating Regulations

The Board creates regulations relating to the standards, practices and procedures associated with surveying practice and the profession. The Board has produced the following regulations under the Act:

- Surveyors (Cadastral Surveys) Regulations 1995
- Surveyors (Registration) Regulations 2003
- Surveyors (Fees) Regulations 1992

### Section 33(j) – Survey Control

The Survey Control Network is a system of physical ground marks, associated positional information and management and delivery systems that, in conjunction with the cadastral boundary system, provides key surveying and spatial infrastructure for the State. This network of marks has recently been augmented by the provision of a number of satellite receiver base stations, which aid the determination of positions via GPS technology.

The Board has the power to make regulations to establish and secure the ongoing provision of survey mark maintenance including the marks in the Survey Control Network. Additionally, Section 12 (1) of the *Survey Co-ordination Act 1958* requires that the Surveyor General must consult with the Board before establishing marks within the Survey Control Network.

### Board Members

The Surveyors Board of Victoria and its membership is established in section 4 of the *Surveyors Act 1978*. The Board has six members who reflect a cross-section of the community including government, industry, academic and community representatives.

During the year the members were:

#### Dr Keith Bell, RFD Chairman

Dr Bell is the Surveyor General of Victoria. He has been instrumental in reforms relating to land surveying regulations, the cadastre, land information, the national spatial data infrastructure and electoral boundary redistributions. He has invigorated the Surveyors Board of Victoria as its Chairman and, as Chair of the Reciprocating Surveyors Boards of Australia and New Zealand, he has enhanced reciprocal arrangements for surveyors in all jurisdictions.

Dr Bell has a Bachelor of Applied Science, Master of Surveying in Mapping Science, Graduate Diploma in Human Resource Management and Master of Business Administration. He was awarded a Doctorate of Applied Science Honoris



Mr Barrie Bremner



Dr Ronald Grenfell



Ms Gabrielle McCarthy



Mrs Dorothy Prescott, OAM



Mr Mark Stansfield

Causa from RMIT University in May 2003 for distinguished service to the community in the fields of geospatial science and land administration.

He is a Licensed Surveyor, registered surveyor in New South Wales and the Australian Capital Territory and is a Fellow of the Institution of Surveyors Australia, Fellow of the Institution of Engineers Australia, Fellow of the Australian Institute of Management, Member of the American Society of Civil Engineers, Member of the Mapping Sciences Institute of Australia, and Fellow of the Australian Institute of Company Directors.

Dr Bell 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, is responsible for registering survey plans in the Central Plan Office and is the Registrar of Geographic Names.

In addition to the busy and demanding schedule of responsibilities, Dr Bell has maintained his role in the military reserve, receiving numerous awards for his exemplary service in a career spanning more than 20 years of reserve and full-time service.

**Mr Barrie Bremner  
Deputy Chairman**

Mr Bremner is a Licensed Surveyor and a Member of the Institution of Surveyors Australia. He is an experienced surveyor employed as a Senior Land Administration Manager with the Victorian Government, fulfilling the statutory role of Surveyor and Chief Draughtsman of the Land Registry Office. Prior to his current employment he was a Director of a private practice cadastral surveying firm in Victoria.

With expertise in cadastral law, boundary definitions and registration of rights and interests in land, Mr Bremner has been instrumental in modernising land administration regulations, processes and interpretation. As the moderator of project and folio submissions by surveyors under a training agreement, Mr Bremner ensures a consistent benchmark in standards of assessment.

**Dr Ronald Grenfell**

Dr Grenfell, the academic nominee to the Board, has expertise in GIS, spatial analysis and business management. He is the Business Development Manager of the Geospatial Science Initiative at RMIT University.

Dr Grenfell has a Bachelor of Applied Science, Graduate Diploma in Automated Cartography, Master of Business Administration, Doctor of Philosophy and Graduate Certificate in Tertiary Teaching and Learning. He is a Licensed Surveyor and a Fellow and Federal Councillor of the Australasian Urban and Regional Information Systems Association (AURISA).

**Ms Gabrielle McCarthy**

Ms McCarthy is a senior consultant at Coomes Consulting Group and has extensive experience in managing large developments and cadastral surveys, including building subdivisions. She is a Quality Assurance auditor, GPS technology officer and mentor to graduate survey staff.

Ms McCarthy is a nominee of the Institution of Surveyors Victoria Division, has a Bachelor of Surveying (Honours) and is a Licensed Surveyor. She is a member of the Victorian Planning and Environmental Association and of the National Association of Women in Construction.

**Mrs Dorothy Prescott, OAM**

Mrs Prescott, an expert in geography and spatial information management, has more than 40 years experience in the survey and mapping industry. Before establishing a consulting business in map information, Mrs Prescott was Map Curator of the National Library of Australia in Canberra. She has published extensively in the information science and spatial information fields and is recognised in Australia and overseas as a leading authority in cartographic information.

Mrs Prescott was awarded the Medal of the Order Of Australia (OAM) for her service to surveying, map librarianship and cartobibliography in the 2003 Queen's Birthday Honours.



Executive Officer Mr Ian Romeril and Ms Lalitha Mylvaganam

Mrs Prescott has a Bachelor of Arts (Honours Geography), is an Associate of the Library Association of Australia, a member of the Mapping Sciences Institute of Australia, a Registered Indexer of the Australian Society of Indexers, Fellow of the School of Anthropology, Geography and Environment at the University of Melbourne, member of the Society of Woman Geographers and a Commonwealth Approved Valuer for maps and cartographic literature. She is nominated to the Board by the Minister as the community representative.

**Mr Mark Stansfield**

Mr Stansfield is joint Managing Director of Singleton Bahen Stansfield, a multidisciplinary surveying practice. He has extensive experience in land subdivision, town planning and surveying in both urban and rural environments.

He has participated in the surveying industry's professional bodies for the past 30 years and is a past president of the Institution of Surveyors Victoria Division.

Mr Stansfield is the nominee of the Institution of Surveyors Victoria Division. He has a Bachelor of Applied Science (Distinction) and is a Licensed Surveyor and Fellow of the Institution of Surveyors Australia.

**Executive Officer**

Mr Ian Romeril is the Public Service appointee to the Board as its Secretary and Executive Officer. Mr Romeril has a Bachelor of Education, Associate Diploma of Land Surveying and is a Licensed Surveyor and Honorary Secretary of the Institution of Surveyors Victoria Division. He has extensive experience as a senior survey examiner within government and has worked in private industry as a Licensed Surveyor, in academia and as a survey computing consultant.

**Contacting the Board**

You can contact the Surveyors Board of Victoria at:

Level 15  
 Marland House  
 570 Bourke Street  
 Melbourne Victoria Australia 3000

Telephone: 61 3 8636 2555  
 Facsimile: 61 3 8636 2589  
 Email: [info@surveyorsboard.vic.gov.au](mailto:info@surveyorsboard.vic.gov.au)  
 Internet: [www.surveyorsboard.vic.gov.au](http://www.surveyorsboard.vic.gov.au)

**Meetings**

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

Member	Meetings Eligible to Attend	Meetings Attended
Dr Keith Bell, RFD	11	11
Barrie Bremner	11	9 <sup>a</sup>
Dr Ronald Grenfell	8 <sup>b</sup>	7
Gabrielle McCarthy	11	7 <sup>c</sup>
Dorothy Prescott, OAM	11	9 <sup>d</sup>
Mark Stansfield	11	8 <sup>e</sup>

- a) on approved leave for two meetings
- b) appointed to the Board October 1, 2002
- c) on maternity leave for two meetings
- d) on approved leave for one meeting
- e) on approved leave for two meetings

**Regional Meetings**

To enable Board members to meet with surveyors and communities in rural Victoria, two meetings are held annually in regional centres. The August 2002 meeting was held in Mildura and the June 2003 meeting in Shepparton. On both occasions additional functions were held in conjunction with the meetings to enable local surveyors, members of statutory authorities and community members to meet and liaise with Board Members.





Licensed Surveyor Kenneth Adams with Trainee Kylie Jones

### Committees

Five committees report to the board:

**Examiners Committee** – examines and assesses projects and folios submitted by surveyors under a training agreement. All projects and folios are moderated by the Deputy Chair.

Barrie Bremner LS (Deputy Chair)  
Roger Green LS  
Associate Professor Gary Hunter LS  
David Mitchell LS  
Robert Lundgren LS  
Philip O'Brien LS  
Michael Ramsdale LS  
Allan Rose LS  
Peter Williams LS

**Executive Committee** – comprises the Chair, Deputy Chair and Executive Officer of the Board who make recommendations to the Board and administrative decisions between meetings.

Dr Keith Bell, RFD  
Barrie Bremner LS  
Ian Romeril LS

**Inquiry Committee** – investigates complaints from the public regarding surveyors' non-compliance with regulations.

Barrie Bremner LS  
Michael Ramsdale LS  
Ian Romeril LS  
Mark Stansfield LS  
John Tulloch LS

**Professional Training Agreement Assessment Committee** – reviews training agreements prior to Board approval.

Barrie Bremner LS  
Gabrielle McCarthy LS  
Dorothy Prescott, OAM

### Professional Practice Interview Committee –

conducts professional practice interviews, which is the final step in the registration process. At least two Board members and a licensed surveyor conduct the interview.

Dr Keith Bell, RFD  
Barrie Bremner LS  
Dr Ronald Grenfell LS  
Mark Stansfield LS  
Gabrielle McCarthy LS  
Dorothy Prescott, OAM  
Ian Romeril LS  
John Tulloch LS

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

The Council of the Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ) represents all the regulatory land surveying jurisdictions of Australia and New Zealand. Its primary objective is to ensure sufficient and common standards of survey practice and registration to enable full reciprocity (mutual recognition) between jurisdictions.

CRSBANZ has active interest in the accreditation of university degrees, transfer of training agreements between states, a whole of government approach to occupational health and safety, and liaison with universities regarding the amount of cadastral surveying and law subjects in degree courses. CRSBANZ has also endorsed continuing professional development as a requirement to maintain and improve competence, and has broadened registration in some states to include mining surveyors.

The Council met twice during the reporting period, on 25 November 2002 in Adelaide and 28 May 2003 in Darwin. Dr Keith Bell, Chair of the Board, was nominated to Chair the CRSBANZ, which took effect at the 25 November 2002 meeting. Dr Bell retired as Chairman at the 28 May 2003 meeting.



### Legislation

The Board may, with the approval of the Governor in Council, make regulations under section 33 of the *Surveyors Act 1978*. During the reporting period, the Board reviewed and updated the regulations that allow for registration as a surveyor and cadastral surveyor.

The *Surveyors (Registration) Regulations 1992* and the *Surveyors (Surveyors Board) Regulations 1992* expired in May 2003 pursuant to section 5 of the *Subordinate Legislation Act 1994*, which prescribes automatic revocation of statutory rules ten years after they are made. The regulations were reviewed in anticipation of their expiry. As a result, the Board determined that replacement registration regulations were required, however the *Surveyors (Surveyors Board) Regulations 1992* could lapse as the Board's governance processes adequately meet their obligations. Advice from Parliamentary Counsel confirmed the Board's decision.

### Surveyors (Registration) Regulations 2003

The *Surveyors (Registration) Regulations 2003* were made by the Board on 21 May 2003 and replace the 1992 registration regulations which sunsetted under the provisions of the *Subordinate Legislation Act 1994*. Modernisation of the regulations was constrained by the prescriptive nature of the *Surveyors Act 1978*.

The new regulations make the following changes:

- References to registered and licensed surveyors (especially in forms) are clarified.
- Changes to University course names.
- The penalty for failing to notify the Board of changes to address within 28 days is removed, making it a requirement but no longer an offence to fail to do so.

As these changes were machinery in nature, they were exempt from the Regulatory Impact Statement process and, therefore, from assessment under competition policy. A Certificate of Exemption was provided by the Honourable Mary Delahunty, Minister for Planning.

### Surveyors (Fees) Regulations 2003

The Board proposed new regulations for fees payable for registration, remuneration for examiners and allowances for members of the Board. A regulatory impact assessment is scheduled to be completed early in the new financial year. New regulations are scheduled to be made in August 2003.

### Review of the Survey Co-ordination Act 1958

The Minister for Planning, the Honourable Mary Delahunty, released the Review of the Regulatory and Administrative Framework for Survey and Spatial Information in Victoria in June. The study was commissioned in September 2002 following recommendations from the Auditor-General that the State Government review the *Survey Co-ordination Act 1958*. The review was headed by former General Manager of Information and Land Services for the Tasmanian Government, Mr Ollie Hedberg. Retired interstate Surveyors General, Professor Don Grant and Mr Henry Houghton, assisted Mr Hedberg with the review. The review's research officer was Dr Lisa Ting and it is commonly referred to as the Hedberg report.

The review made 75 recommendations to improve the Government's management and regulation of survey and spatial information. In principle, the Board supports many of the recommendations, and agrees that replacement legislation needs to be drafted by 2005. A full copy of the review is available at [www.land.vic.gov.au](http://www.land.vic.gov.au).

On 31 January 2003 the *Survey Co-ordination (Surveys) Regulations 1992* were revoked as a consequence of the 10-yearly review requirement imposed by the *Subordinate Legislation Act 1994*. The regulations include standards of accuracy, which are referred to by the *Surveyors (Cadastral Surveys) Regulations 1995*. The Surveyor General commenced a regulatory impact analysis and proposed replacement regulations were drafted in consultation with Parliamentary Counsel. A Regulatory Impact Statement (RIS), which outlines the costs and benefits of those regulations and explains why they are required, is being finalised for public consultation. Replacement regulations are anticipated by the end of 2003.



Licensed Surveyor Mark Cleary

### **Practice Directives or Circulars**

Under the power conferred in the *Surveyors (Cadastral Surveys) Regulations 1995*, which regulate and control the making of cadastral surveys by Licensed Surveyors and the conduct of Licensed Surveyors in relation to the practice of cadastral surveying, issues arising from the regulations are clarified by Practice Directives or Circulars. These are issued by the Surveyor General following approval by the Board.

### **Land Surveying Bill 2001**

The Land Surveying Bill 2001 lapsed due to the November 2002 State election. This legislation was designed to replace the *Surveyors Act 1978*. The Hedberg report recommended that new legislation be prepared substantially mirroring the Land Surveying Bill 2001 though with industry supported amendments.

### **Verification Authority**

Under the *Surveyors (Cadastral Surveys) Regulations 1995*, surveyors must compare instruments used for cadastral surveys against a test range calibrated to the national standard. To allow surveyors to comply with this important requirement, the Surveyor General maintains calibration sites for surveyors to compare their instruments. The Surveyor General is appointed in accordance with Regulation 73 of the *National Measurement Regulations 1999* as the State's verifying authority for the provision of reference standards for the measurement of length. The Surveyor General was reappointed by the National Standards Commission for three years on 8 May 2003.

### **Whistleblowers Protection Act**

The *Whistleblowers Protection Act 2001* came into effect on 1 January 2002. The Act is designed to protect people who disclose information about serious wrongdoing within the Victorian Public Sector and to provide a framework for the investigation of these matters.

The protected disclosure coordinator for the Department of Sustainability and Environment (DSE) acts as an agent for the Board to receive disclosures under the Act, and applies DSE procedures in managing disclosures.

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

Ms Deidre Egan  
Protected Disclosure Coordinator  
Department of Sustainability and Environment  
PO Box 500, East Melbourne Vic 3002.  
Telephone: 9637 8575 Facsimile: 9637 8129  
Email: Deidre.Egan@dse.vic.gov.au

The Ombudsman Victoria  
Level 22, 459 Collins Street, Melbourne Vic 3000.  
Telephone: 9613 6222 Toll free: 1800 806 314

### **Freedom of Information**

The *Freedom of Information Act 1982* allows the public a right of access to documents held by the Board. For the 12 months ending 30 June 2003, one request was received and finalised. The applicant was advised that no relevant documents were held by the Board. There are no requests outstanding. There were no requests for internal review or appeals to the Victorian Civil and Administrative Tribunal lodged in the reporting period.

Freedom of Information requests are made in writing describing the documents requested and including payment of the \$20 application fee. Further charges may be payable. Freedom of Information fees and charges and not subject to goods and services tax. Requests are sent to Freedom of Information, DSE, PO Box 500 East Melbourne Vic 3002. The telephone contact number is 9637 8575.



AUDITOR GENERAL  
VICTORIA

AUDITOR-GENERAL'S REPORT

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

**Audit Scope**

The accompanying financial report of Surveyors Board of Victoria for the financial year ended 30 June 2003, comprising a statement of financial performance, statement of financial position, 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, responsible Ministers and 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 Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting 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, and its financial performance and 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 in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act* 1994, the financial position of Surveyors Board of Victoria as at 30 June 2003 and its financial performance and cash flows for the year then ended.

MELBOURNE  
19 September 2003



J.W. CAMERON  
F<sup>12</sup> Auditor-General





Surveyors Board of Victoria

**Accountable Officer's Declaration**

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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 2003 and financial position of the Surveyors Board of Victoria as at 30 June 2003.

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

John E. Tulloch  
Chairman  
Surveyors Board of Victoria

Melbourne  
18 September 2003

Ian K. Romeril  
Executive Officer  
Surveyors Board of Victoria

Melbourne  
18 September 2003

Level 15 Marland House 570 Bourke Street Melbourne Victoria 3000 Australia  
Telephone 61 3 8636 2555 Facsimile 61 3 8636 2589  
SurveyorsBoard.vic.gov.au  
ABN 52 288 287 358



## Financial Statements

Surveyors Board of Victoria statement of financial position as at 30 June 2003

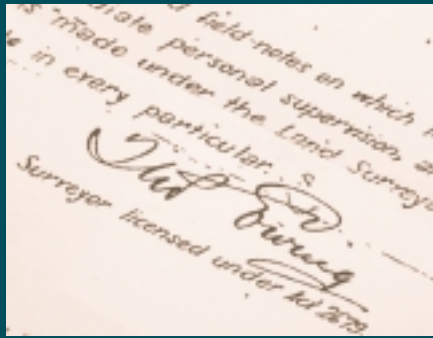
	Notes	2003 \$	2002 \$
<b>Current Assets</b>			
Cash Assets	(7 & 11)	153,656	97,304
Receivables	(6 & 11)	1,126	6,993
<b>Total Current Assets</b>		<b>154,782</b>	<b>104,297</b>
<b>Current Liabilities</b>			
Payable	(9 & 11)	10,432	14,066
<b>Total Current Liabilities</b>		<b>10,432</b>	<b>14,066</b>
<b>Net Assets</b>		<b>144,350</b>	<b>90,231</b>
<b>Equity</b>			
Contributed Capital	(10A)	112,014	112,014
Accumulated Surplus/(Deficit)	(10B)	32,336	(21,783)
<b>Total Equity</b>	(10C)	<b>144,350</b>	<b>90,231</b>

The accompanying notes form part of these financial statements.

Surveyors Board of Victoria statement of financial performance as at 30 June 2003

	Notes	2003 \$	2002 \$
<b>Revenue from ordinary activities</b>			
Resources Received Free of Charge	(4)	240,195	151,755
Government Grant – Legal Fees		75,000	25,000
Fees	(2)	3,463	3,296
Sales of CD-ROM's	(3)	–	4,400
Interest Revenue		3,328	3,172
Other Income		187	355
<b>Total ordinary revenue</b>		<b>322,173</b>	<b>187,978</b>
<b>Expenses from ordinary activities</b>			
Cost of Handbooks & CD-ROM	(3)	–	(700)
Administration Costs	(4)	(240,195)	(151,755)
Board Expenses	(5)	(7,515)	(9,896)
Audit Fees		(4,800)	(4,800)
Board Members' Fees		(4,950)	(4,714)
Assessment of Overseas qualifications (BAOQ)		(310)	(200)
Examiners' Fees		(60)	(400)
Legal Fees		(596)	(3,069)
Sponsorships		(600)	(2,000)
Membership Council Reciprocating Surveyors' Boards Aust. & NZ		(5,836)	(2,358)
Contract Labour Hire		–	(22,555)
Advertising – Government Gazette		(3,192)	(4,388)
Printing Costs		–	(2,926)
<b>Total ordinary expenses</b>		<b>(268,054)</b>	<b>(209,761)</b>
<b>Net result for reporting period</b>	<b>(10b)</b>	<b>54,119</b>	<b>(21,783)</b>
<b>Total changes in equity other than those resulting from transactions with the Victorian State Government in its capacity as owner.</b>		<b>54,119</b>	<b>(21,783)</b>

The accompanying notes form part of these financial statements.



Surveyors Board of Victoria statement of cash flows as at 30 June 2003

	Notes	2003 \$	2002 \$
<b>Cash flows from operating activities</b>			
Cash receipts in the course of operations		88,750	33,354
Cash payments in the course of operations inclusive of GST		(35,726)	(50,219)
Interest received		3,328	3,172
<b>Net cash inflows (outflows) from operating activities</b>	(8)	<b>56,352</b>	<b>(13,693)</b>
<b>Net increase (decrease) in cash held</b>		<b>56,352</b>	<b>(13,693)</b>
Cash at the beginning of the financial year		97,304	110,997
<b>Cash at the end of the financial year</b>	(7)	<b>153,656</b>	<b>97,304</b>

The accompanying notes form part of these financial statements

Notes to and forming part of the accounts of the Surveyors Board of Victoria statement of financial position as at 30 June 2003

## 1 Statement of accounting policies

### a) General

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, Urgent Issues Group Consensus Views and the *Surveyors Act 1978*.

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 2003.

### 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:

1 Interest revenues from Cash at Bank are brought to account when earned.

2 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.

3 Personnel, professional fees and other administrative services amounting to \$240,195 were provided free of charge to the Surveyors Board by the Department of Sustainability & 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'.

4 Revenue is recognised on the sale of the Surveying Victoria CD-ROM 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) Change in Accounting Policy

For the reporting period ending 30 June 2003, the entity has deemed all its accumulated surplus of \$112,014 as the opening balance of contributed capital. This accounting treatment is to comply with Urgent Issues Group Abstract 38 Contributions by Owners Made to Wholly-Owned Public Sector Entities and Financial Reporting Bulletin No. 39 Accounting for Contributed Capital and No 40. Establishment of Opening Balances and Formal Designation for Contributed Capital.

Notes to and forming part of the accounts of the Surveyors Board of Victoria statement of financial position as at 30 June 2003

<b>2 Fees</b>	2003 \$	2002 \$
Examination of Projects	377	598
Registrations	1,056	1,056
Registration Certificates	480	512
Cadastral Endorsements	512	480
Certificates of Competency	180	260
Training Agreements	546	338
Letters of Accreditation	312	52
<b>Total</b>	<b>3,463</b>	<b>3,296</b>
<b>3 Gross profit from handbook &amp; cd-rom sales</b>	2003 \$	2002 \$
CD-ROM Sales	–	4,400
Less Cost of Sales	–	(700)
<b>Gross Profit</b>	<b>–</b>	<b>3,700</b>
<b>4 Administration costs/resources received free of charge</b>		
The Department of Sustainability and Environment (the former Department Natural Resources and Environment) has provided services free of charge as follows:		
	2003 \$	2002 \$
Secretary & Assistant – Salary Costs	188,512	135,608
<b>Other Operating Expenses:</b>		
Computers and Communications	8,030	4,080
<b>Office Expenses:</b>		
Office and General Overheads	43,653	12,067
<b>Total Received Free of Charge</b>	<b>240,195</b>	<b>151,755</b>
<b>Total Administration Costs</b>	<b>240,195</b>	<b>151,755</b>
<b>5 Board expenses</b>	2003 \$	2002 \$
Catering	1,062	1,165
F.I.D., Bank Charges	27	30
Subscription	60	60
Accommodation, Travel, Functions etc	6,366	5,641
Advertising	–	3,000
<b>Total</b>	<b>7,515</b>	<b>9,896</b>



Notes to and forming part of the accounts of the Surveyors Board of Victoria statement of financial position as at 30 June 2003

<b>6. Receivables</b>	2003	2002
	\$	\$
I.R.Palmer – Recoup of Legal Fees	1,126	3,726
GST Receivable	0	3,267
<b>Total</b>	<b>1,126</b>	<b>6,993</b>
<b>7. Reconciliation of cash</b>		
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:		
	2003	2002
	\$	\$
Cash at Bank	153,606	97,254
Petty Cash	50	50
<b>Total</b>	<b>153,656</b>	<b>97,304</b>

Notes to and forming part of the accounts of the Surveyors Board of Victoria statement of financial position as at 30 June 2003

8. Reconciliation of net result from ordinary activities to net cash inflow (outflow) from operating activities	2003 \$	2002 \$
Net result for the Year	54,119	(21,783)
Decrease (Increase) in Receivables	5,867	303
(Decrease) Increase in Payables	(3,634)	7,787
<b>Net cash inflows (outflows) from operating activities</b>	<b>56,352</b>	<b>(13,693)</b>
9. Payables	2003 \$	2002 \$
Sponsorships – Student Prizes	–	1,000
Legal Fees	–	2,959
Audit Fees	5,280	5,280
Advertising – Government Gazette	91	4,827
GST Payable	1,897	–
Council of Reciprocating Surveyors Boards Aust. & NZ	3,164	–
	<b>10,432</b>	<b>14,066</b>

Notes to and forming part of the accounts of the Surveyors Board of Victoria statement of financial position as at 30 June 2003

10. Equity and movement in equity	2003 \$	2002 \$
<b>A. Contributed Capital</b>		
Balance July 2002	–	–
Recognition of contributed capital at 1 July 2002	112,014	112,014
Balance at end of the financial year	112,014	112,014
<b>B. Accumulated Surplus / (Deficit)</b>		
Accumulated surplus at the beginning of the financial year	(21,783)	112,014
Recognition of accumulated surplus as contributed capital at 1 July 2002	–	(112,014)
Net Result	54,119	(21,783)
Accumulated Surplus/(Deficit) at the end of the financial year	32,336	(21,783)
<b>C. Equity</b>		
Equity at the beginning of the financial year	90,231	112,014
Net Result	54,119	(21,783)
Equity at the end of the financial year	144,350	90,231



Notes to and forming part of the accounts of the Surveyors Board of Victoria statement of financial position as at 30 June 2003

#### 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 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	2003 Floating Interest Rate \$	2002 Floating Interest Rate \$	2003 Non Interest Bearing \$	2002 Non Interest Bearing \$	2003 Total \$	2002 Total \$
<b>Financial Assets</b>							
Cash at Assets	(7)	153,656	97,304			153,656	97,304
Receivables	(6)			1,126	6,993	1,126	6,993
		153,656	97,304	1,126	6,993	154,782	104,297
Weighted Average Interest Rate		2.17%	3.26%	0%	0%	2.17%	3.26%
<b>Financial Liabilities</b>							
Payables	(9)	–	–	10,432	14,066	10,432	14,066
			10,432	14,066	14,066	14,066	



Notes to and forming part of the accounts of the Surveyors Board of Victoria statement of financial position as at 30 June 2003

## 12. Responsible persons

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

**Dr Keith Bell**, RFD Surveyor-General  
(Board Chairman)

**Mr Barrie Bremner**, Surveyor and  
Chief Draughtsman of the Land Registry Office  
(Deputy Chairman)

**The Hon Mary Delahunty MP**, Minister for  
Environment and Conservation (from 22/2/2003)

**The Hon Sherryl Garbutt MP**, Minister for  
Environment and Conservation (until 22/2/2003)

**Dr Ronald Grenfell**, Governor in Council  
appointed Licensed Surveyor nominated by the  
Minister engaged in teaching surveying at a  
Board approved tertiary course

**Ms Gabrielle McCarthy**, Governor in Council  
appointed Licensed Surveyor nominated by  
the Institution

**Ms Chloe Munro**, Secretary Department of  
Natural Resources and Environment (until  
9/12/2002)

**Professor Lyndsay Nielson**, Secretary  
Department of Sustainability and Environment  
(from 9/12/2002)

**Mrs Dorothy Prescott OAM**, Governor in Council  
appointment nominated by the Minister

**Mr Ian Romeril** (Board Secretary)

**Mr Mark Stansfield**, Governor in Council  
appointed Licensed Surveyor nominated by  
the Institution

a. The number of responsible persons receiving remuneration:

Remuneration	2003	2002
\$0 - \$10,000	4	4
	\$4,950	\$4,714

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

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

The salaries of Dr Keith Bell, Mr Barrie Bremner, Professor Lyndsay Nielson and Ms Chloe Munro are included in the financial statements of the Department of Sustainability and Environment and Department of Primary Industries.

The salary of the Boards Secretary is disclosed in the financial statements of the Department of Sustainability and Environment.

c. During 2002-03 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 (2002 – nil).

## 14. Contingent liabilities

There were no contingent liabilities as at 30 June 2003 (2002 – nil).

## 15. Commitments

There were no commitments as at 30 June 2003 (2002 – nil).

## Compliance Index to Disclosure Requirements

Clause	Disclosure	Page
<b>Report of Operations</b>		
<b>Charter and Purpose</b>		
9.1.3 (i) (a)	Manner of establishment and Relevant Minister	12
9.1.3 (i) (b)	Objectives, functions, powers and duties	2
9.1.3 (i) (c)	Services provided and persons or sections of community served	1
<b>Management and Structure</b>		
9.1.3 (i) (d) (i)	Names of governing board members and executive officer	12
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