PROFESSIONAL STANDARDS COUNCILS

Guidance Note on Fees Payable and Assurance Reporting

For professional standards schemes
under professional standards legislation

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Written by	Manager Supervision
Approved by	Chief Executive Officer

Revision history:

Version	Approved by	Approved date	Effective date	Sections modified
1.0	PSCs	April 2022	April 2022	This is a new guidance
2.0	PSCs	June 2026	July 2026	Updated sections 2, 3 and 7, and Appendices A, D and E to align with legislative changes

3.0	PSCs	October 2026	November 2026	Updated sections 3 and 7 and Appendices D and E to align with legislative changes and clarify assurance reporting requirements

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1. What is the purpose of this Guidance Note?

1.1 This Guidance Note informs and provides guidance to occupational associations about:

1.1.1 the fee that must be paid to the relevant Council when applying for approval, amendment, or revocation of a professional standards scheme ("scheme")

1.1.2 the annual fees to be paid to the relevant Council by the occupational association for persons to whom the scheme applies

1.1.3 interest on overdue annual fees

1.1.4 applying to the Council for a fee waiver, remission, or determination that a fee and/ or interest is not payable

1.1.5 annual membership assurance reporting.

1.2 This Guidance Note is not intended to provide legal advice and should not be read as such. It is the responsibility of an occupational association to understand their individual obligations to meet the requirements of professional standards legislation. An association should obtain their own independent legal advice when and as they see fit.

2. The fee that must be paid to the Council when applying for approval, amendment, or revocation of a scheme

2.1 The professional standards legislation in each jurisdiction,[1] provides that regulations and/or determinations may make provisions concerning fees.

NSW	WA	Vic	Qld	SA	NT	ACT	Tas
s 53(2)	s 55(2)	s 57(2)	s 71(2)	s 57(2)	s 58(2)	s 222A	s 57

2.2 When making an application to the Council for consideration to approve, amend, or revoke a scheme, the occupational association must pay the requisite fee to the Council of the relevant jurisdiction the scheme is prepared. For example, the fee required in accordance with regulation 4 of the *Professional Standards Regulation 2024* (NSW) is $5,000.[2]

2.3 **Refer to the professional standards legislation in your jurisdiction[3].**

3. The annual fees to be paid to the Council by the occupational association for members to whom the scheme applies

3.1 The annual fee to be paid to the Council by an occupational association whose members are subject to a scheme in force under the professional standards legislation, is $50 for each member to whom the scheme applies, who is a member of the association at any time

[1] *Professional Standards Act 1994* (NSW); *Professional Standards Act 2004* (Qld), Schedule 4 to the *Civil Law (Wrongs) Act 2002* (ACT); *Professional Standards Act 2004* (NT); *Professional Standards Act 2004* (SA); *Professional Standards Act 2005* (Tas); *Professional Standards Act 2003* (Vic); *Professional Standards Act 1997* (WA).

[2] The Councils have self-assessed that all fees payable to the Councils pursuant to professional standards legislation are GST exempt in accordance with s. 81-15.01 *Fees and charges* of the *A New Tax System (Goods and Services Tax) Regulations 2019*. Occupational associations should obtain their own advice regarding whether GST is applicable on payments received from members that fund the annual fees if this is the method used to fund fees payable pursuant to the Regulations.

[3] *Professional Standards Regulation 2017* (Qld); *Civil Law (Wrongs) (Fees) Determination 2026* (ACT); *Professional Standards Regulations 2007* (NT); *Professional Standards Regulations 2021* (SA); *Professional Standards Regulations 2017* (Vic); *Professional Standards Regulations 1998* (WA).

during the relevant annual fee period. This fee is payable for all eligible[4] scheme members as at the scheme commencement/anniversary date, and for any additional member of the occupational association to which the scheme becomes applicable during the relevant annual fee period.

3.2 Professional standards legislation does not provide for members of an occupational association to elect their participation in the scheme (i.e., an 'opt-in' scheme administration). The legislation provides that the scheme applies to the class(es) of member subject to the scheme, except where the member has applied to the occupational association for, and has been granted an exemption (i.e., an 'opt-out' scheme administration).

NSW	WA	Vic	Qld	SA	NT	ACT	Tas
s 17 s 28(4)	s 30 s 41(4)	s 19 s 30(6)	s 19 s 29(6)	s 19 s 30(4)	s 18 s 29(6)	Sch 4 s 4.15 s 4.24(4)	s 20 s 31(6)

3.3 In the Northern Territory, Queensland and South Australia, for new or additional scheme members added during the relevant quarter periods, the annual fees for those members are payable in the calendar quarter (referred to as an 'adjustment' in **Appendix A**).

3.4 In the Australian Capital Territory, New South Wales, Victoria and Western Australia, for new or additional scheme members added during the relevant annual fee period, the annual fees for those members are payable when the next scheme commencement/anniversary annual fee is due (referred to as an 'annual adjustment' in **Appendix A**).

3.5 The periods and due dates for annual fee payments are prescribed by the professional standards legislation. There is no pro-rata reduction for the annual fee payment.

NSW	WA	Vic	Qld	SA	NT	ACT	Tas
reg 6	reg 4	reg 7	reg 3	reg 4(1)-(3)	reg 7	det 353	No Reg or Det[5]

3.6 **See Appendix A for example payment calendars.**

4. Calculation of annual fees

4.1 The prescribed annual fee payable to the Councils is calculated according to the number of persons to whom the scheme applies who are members of the association at any time during the relevant annual fee period. A scheme may provide that it applies to all persons within the occupational association or to a specified class or classes of persons within the association. For example, depending on the scheme, the member may be:

4.1.1 The member within the class specified in the scheme

4.1.2 The member who is an officer of a body corporate member

[4] Eligible scheme participants are the members or classes of members to whom your scheme applies following any compliant exclusions and exemptions.

[5] In Tasmania, s. 47(2) of the *Professional Standards Act 2005* states "…the Council may do all things necessary…in connection with performance of its functions and, in particular, may charge fees to an occupational association for approving schemes and generally for any services provided by the Council."

4.1.3 The member who is a partner of that member

4.1.4 The member who is an employee of that member

4.2 In this section, for the purpose of calculating annual fees, 'member(s)' (whether an Individual, Partnership or Body Corporate) refers to persons or class(es) of persons to whom the scheme applies (as specified in the scheme instrument), who are members of the association at any time during the annual fee period.

Member – Individual:

4.3 Where the member within the specified class is an individual member of the occupational association, the annual fee is calculated on the number of individual members in the class and on the number of other members of the association who are partners or employees of the individual members.

4.4 Where an occupational association has bodies corporate as members and requires some or all of the officers of the body corporate to also be individual members, the fee is calculated on the body corporate (where the body corporate is a company) and on the individuals within the body corporate (officers and employees) who are also members of the same occupational association.

For example: In respect of a sole practitioner, who is a member of the occupational association and within the class specified in the scheme and who employs support staff, none of whom are members of the same occupational association as the sole practitioner, the annual fee payable by the occupational association is calculated on the sole practitioner only. The calculated amount is: **(1 member within the specified class) x $50 = $50**.

Member – Partnership:

4.5 Where the member within the specified class is a partnership, the annual fee is calculated on the number of individual members of the association (i.e. on each partner who is a member of the association and on the number of employees who are members of the association).

For example: In respect of a partnership with 10 partners, all of whom are members of the occupational association, and 200 employees, 90 of whom are members of the same occupational association, the calculated amount is: **(10 partners + 90 professional employees) x $50 = $5000**.

Member – Body Corporate (e.g. Company):

4.6 Where the member within the specified class is a body corporate, the fee is calculated according to the body corporate member plus the number of officers (such as directors) who are members and on the number of employees within the company who are members of the association.

For example: In respect of a company with 4 directors and with 95 employees, all of whom are members of the same occupational association, the company itself is a legal entity and, as a member of the occupational association, it must be counted. The calculated amount is:

(1 company + 4 directors + 95 professional employees) x $50 = $5000.

5. Interest on overdue annual fees

5.1 Interest is payable if any of the amount of the annual fee is not paid within 30 days of the dates on which the fee is due, except in Tasmania and Western Australia where no interest is prescribed by the professional standards regulations.

NSW	WA	Vic	Qld	SA	NT	ACT	Tas
reg 7	No Reg	reg 8	reg 4	reg 4(4)	reg 8	det 353	No Reg or Det

5.2 Simple interest at the rate of 0.05% per day is payable to the Council until the outstanding balance is paid, except in Tasmania and Western Australia.

6. Applying to the Council for a fee waiver, remission, or determination that a fee and or interest is not payable

6.1 **An occupational association should not self-apply a credit for fees payable to the Councils, regardless of whether an overpayment may appear to have been identified by the occupational association (see paragraph 6.7).**

6.2 An occupational association can apply to the Council (except in Tasmania), with supporting evidence, to seek a determination that the whole or any part of a fee or interest is not payable, if the Council considers there are special reasons which apply, including:

6.2.1 fees payable for submitting a scheme application to the Councils for approval;

6.2.2 annual scheme participant fees; or

6.2.3 interest payable on overdue scheme participant fees.

NSW	WA	Vic	Qld	SA	NT	ACT	Tas
reg 8	reg 5	reg 9	reg 5	reg 4(5)	reg 9	det 353	No Reg or Det

6.3 The application for fee relief to the Council must be supported by evidence to articulate why the occupational association believes that special reasons may exist to support a determination that the whole or any part of any fee or interest is not payable.[6] This includes circumstances where the association believes they have made an overpayment for the fees payable to the Councils in respect of its scheme members. The Councils have a discretion to determine whether the association has provided sufficient evidence.

6.4 Refer to **Appendix B** to view the Councils' considerations when reviewing applications for fee waivers or remissions, including guidance on what evidence an association should

[6] Exception noted in *Professional Standards Regulations 2007* (NT) reg 6: *If the length of a fee period is varied under regulation 5(2)(b), the association and the Council may, by agreement, vary the annual fee payable for each person for that period.*

produce.[7]

6.5 If the application is considered complete to meet all requirements as above, it will be presented to the Councils for determination. The Councils retain the discretion to seek further information from the association to determine fees payable.

6.6 The occupational association will be advised in writing of the Councils' decision. The timeframe for this determination will be dependent on the complexity of the issue, the amount of the fee and when the Councils are scheduled to meet to consider the application.

6.7 Any balance determined as an overpayment will be applied as a credit first to any amount owing to the Councils, and secondly, as a credit up to the amount that may fall due in future.

6.8 Occupational associations are responsible for ensuring compliance with the scheme fees payable to the Councils through appropriate governance processes. Associations are encouraged to refer to **Appendix C** for a checklist which may assist in improving scheme membership governance processes to mitigate compliance risks of overpayment (or underpayment) relating to scheme fees or interest payable.

7. Annual membership assurance reporting

7.1 The Councils require occupational associations to provide an Annual Membership Assurance Report to verify the number of members to whom the scheme applied for the annual fee period, the fees payable and the dates and amounts paid to the Councils during the annual fee period (the subject matter).

7.2 The subject matter should be prepared annually by the association and show, for the annual fee period, details of scheme commencement/anniversary scheme fees paid, quarterly scheme fees paid (except for New South Wales, Victorian and Western Australian associations which should detail the annual scheme fees paid), fee due dates and accrued interest if any.

7.3 For occupational associations with 100 or more scheme members, the subject matter must be included within an Assurance Report issued by a suitably qualified assurance practitioner. Refer to **Appendix D** for the Annual Membership Assurance Report templates.

7.4 The Assurance Report must be signed by an assurance practitioner who is a member of a "Professional Accounting Body", which is defined as CPA Australia (CPAA), Chartered Accountants Australia and New Zealand (CAANZ) or the Institute of Public Accountants (IPA). The assurance practitioner is not required to be a registered company auditor.

7.5 The Assurance Report must be provided within two months from the date the scheme anniversary annual fee was due. The Assurance Report relates to the prior full scheme year.

For example:

If the scheme commences on 1 July 2026, the scheme anniversary is 1 July 2027, and the scheme anniversary annual fee is due by 30 September 2027. The Annual Membership Assurance Report will be due within two months from 30 September 2027, by 30 November 2027.

7.6 The assurance practitioner preparing the Assurance Report should declare if they are a member of that association, or an employee of an employer who is subject to the association's scheme, and if so, that they have complied with ethical and independence standards in completing the assurance engagement (assurance report). Where possible, the assurance practitioner should not be a member of the association for which the Assurance Report is prepared.

[7] The considerations relied on by the Councils are not prescribed by the professional standards legislation but are based on practice and procedures developed by the Councils.

7.7 For occupational associations with less than 100 scheme members, the report must be signed by the Chief Executive Officer, or equivalent nominee, and the Finance Officer. Refer to **Appendix E** for the Annual Membership Assurance Report templates.

7.8 The Councils may, by giving notice in writing, require an association to provide information to verify numbers of members to whom a scheme applied for each quarter during any annual fee period, or for the full annual fee period for New South Wales, Victorian and Western Australian associations.

Appendix A - Example payment calendars

PROFESSIONAL STANDARDS COUNCILS

Occupational association name

Scheme commences 1 July

- Scheme year 2026/27: 01 July 2026 - 30 June 2027, and
- Scheme year 2027/28: 01 July 2027 - 30 June 2028

This guidance is not intended to provide legal advice and should not be read as such. It is the responsibility of an occupational association to understand their individual obligations to meet the requirements of professional standards legislation. An occupational association should obtain their own independent legal advice when and as they see fit.
This schedule is not a standalone document, the scheme instrument, the relevant legislation, regulations and the Professional Standards Councils' guidance statements should also be considered.

Actions:

i. Become familiar with the dates and periods for annual fee payments and the Annual Membership Assurance Report (AMAR).
ii. Send EFT payments to <STATE> Professional Standards Council (ABN XX XXX XXX XXX), BSB XXX-XXX and Account XXXXXX.
iii. Ensure that the "Payment reference" and the name of your occupational association are included in the EFT payment.
iv. Please send a copy of the remittance advice for annual fee payments to finance@psa.gov.au.
v. Per the applicable regulations, interest at the prescribed rate of 0.05% per day is payable in cases where payments are received after 30 days past the due date (except in Tasmania and Western Australia).
vi. Please send the AMAR to finance@psa.gov.au.

Table 1: Annual fee payment dates (NSW and Vic examples)

Reg.	Payment reference	Description	Scheme year 2026/27 From	Scheme year 2026/27 To	2026/27 Dates annual fees need to be paid by:	2026/27 Reg. 7 or 8: Dates annual fees need to be paid to avoid interest:	Scheme year 2027/28 From	Scheme year 2027/28 To	2027/28 Dates annual fees need to be paid by:	2027/28 Reg. 7 or 8: Dates annual fees need to be paid to avoid interest:
6(1)(c) or 7(2)(c)	1st payment, being opening statement	Number of members to whom the scheme applies at the scheme commencement/anniversary	01/Jul/26	n/a	30/Sep/26	30/Oct/26	01/Jul/27	n/a	30/Sep/27	30/Oct/27
6(2) or 7(3)	Annual adjustment	Number of new/additional members to whom the scheme becomes applicable between the dates (the remainder of the scheme year)	02/Jul/26	30/Jun/27	30/Sep/27	30/Oct/27	02/Jul/27	30/Jun/28	30/Sep/28	30/Oct/28

Table 2: Annual Membership Assurance Report due dates

Event	Description	2026/27 AMAR due	2027/28 AMAR due
Annual Membership Assurance Report (AMAR)	Assurance report of the number of members to whom the scheme applies any time during the scheme year, fees payable, dates and amount paid to the Council.	30/Nov/27	30/Nov/28

Table 1: Annual fee payment dates other jurisdictions (SA example)

Reg.	Payment reference	Description	Scheme year 2026/27 From	Scheme year 2026/27 To	2026/27 Dates annual fees need to be paid by:	2026/27 Reg 4(4): Dates annual fees need to be paid to avoid interest:	Scheme year 2027/28 From	Scheme year 2027/28 To	2027/28 Dates annual fees need to be paid by:	2027/28 Reg 4(4): Dates annual fees need to be paid to avoid interest:
4(2)(c)	1st payment, being opening statement	Number of members to whom the scheme applies at the commencement/anniversary of the scheme	01/Jul/26	n/a	30/Sep/26	30/Oct/26	01/Jul/27	n/a	30/Sep/27	30/Oct/27
4(3)(c)	2nd payment, being first adjustment	Number of additional members to whom the scheme applies between the dates	02/Jul/26	30/Sep/26	30/Sep/26	30/Oct/26	02/Jul/27	30/Sep/27	30/Sep/27	30/Oct/27
4(3)(d)	3rd payment, being second adjustment	Number of additional members to whom the scheme applies between the dates	01/Oct/26	31/Dec/26	31/Jan/27	02/Mar/27	01/Oct/27	31/Dec/27	31/Jan/28	01/Mar/28
4(3)(a)	4th payment, being third adjustment	Number of additional members to whom the scheme applies between the dates	01/Jan/27	31/Mar/27	31/Mar/27	30/Apr/27	01/Jan/28	31/Mar/28	31/Mar/28	30/Apr/28
4(3)(b)	5th payment, being fourth adjustment	Number of additional members to whom the scheme applies between the dates	01/Apr/27	30/Jun/27	30/Jun/27	30/Jul/27	01/Apr/28	30/Jun/28	30/Jun/28	30/Jul/28

Table 2: Annual Membership Assurance Report due dates

Event	Description	2026/27 AMAR due	2027/28 AMAR due
Annual Membership Assurance Report (AMAR)	Assurance report of the number of members to whom the scheme applies any time during the scheme year, fees payable, dates and amount paid to the Council.	30/Nov/27	30/Nov/28

Appendix B – Council's considerations for fee waiver and remission

The Councils will consider an application and its supporting evidence for a fee waiver or remission on a case-by-case basis. Applications will only be granted where the Councils find there are special reasons for doing so. When determining an application, matters the Councils may consider include, but are not limited to:

- the effect of fee relief on the association fulfilling requirements to improve the professional standards of its members implementing robust professional integrity systems and risk management strategies
- the effect of fee relief on improving consumer protection
- the association's compliance with the professional standards legislation in its administration of the scheme which includes member participation and payment of annual fees
- other applications the association has made to other jurisdictions for approval, amendment, or revocation of a scheme
- the actual cost to the Councils in determining the application and budgetary impacts
- any financial hardship the payment of the fee may cause the association, however, the association must demonstrate to the Councils its obligations and capacity to administer its professional standards scheme if payment of a fee will cause financial hardship
- varying the annual (including additional member) fee payable by waiver or remission where the length of a particular fee period is varied to give effect to the variation of the date on which the annual fee period commences[8]
- any other hardship the payment of the fee may cause the association as a result of factors not caused by, and beyond the reasonable control of, the association, which are widespread and whose effects are prolonged in nature. Examples of such factors are an epidemic, pandemic, financial crisis, military action, natural disaster, and indefinite industrial action that cause the hardship.

Councils may also consider other special reasons such as:

- to readdress unintended consequences arising from the construction of the scheme instrument
- varying the initial annual fee payable for those members included in an existing scheme when that scheme commences operation in another jurisdiction for a reduced period
- the number of fee waiver or remission requests that the association has previously made, including those for schemes that operate in other jurisdictions.

Special reasons for fee waiver or remission applications will generally **not** include:

- business as usual matters, including but not limited to scheme participant and scheme administrator education
- promotion or marketing of an "opt-out" scheme

[8] *Professional Standards Regulations 2007* (NT) reg 6 provides: "If the length of a fee period is varied under regulation 5(2)(b), the association and the Council may, by agreement, vary the annual fee payable for each person for that period."

- financial hardship on members for payment of membership fees because the associations have the capacity to grant its members relief from paying the scheme member fees and/or associated costs.

For consistency, as a matter of guidance, associations should comply with the applicable requirements in the Australian Capital Territory, New South Wales, Queensland, South Australia, Victoria, and Western Australia demonstrating that in their particular case there exist special reasons for waiver or remission of fees payable. Where appropriate, the Councils may exercise a specific statutory discretion to depart from the general guidance provided by this document.

Appendix C - Checklist to mitigate scheme fee non-compliance risks

Associations are encouraged to ensure appropriate and effective governance processes and administration systems are in place to mitigate the risk of miscalculating scheme membership and scheme annual fee payments. This checklist provides guidance to assist associations.

Association Constitution:

☐ Review your Constitution and relevant documents or procedures which govern scheme members to ensure they are effective in governing scheme membership requirements.

☐ Determine which members of your association are scheme members as per the criteria in your Constitution and ensure this is applied to your membership administration systems to effectively record members.
(This includes but is not limited to systems which: administer new member applications, renewal applications, member audit activities and disciplinary actions taken in response to noncompliance).

☐ Develop and implement risk measures to detect noncompliance, particularly for associations with scheme instruments which apply to different classes of members.

Scheme membership systems:

☐ Ensure your scheme has policies and processes in place and membership administration systems to record scheme members who have multiple employers that are subject to the scheme and track when they move employers during the quarterly and annual fee periods.

☐ Incorporate measures to obtain accurate and timely data from employer scheme members regarding their employees' scheme status, and/or individual members regarding their own status (as applicable).
(This includes but is not limited to timely notification requirements on employer members and auditing activities specific to employer members reporting changes to their employees' status).

☐ Implement policies and procedures to periodically verify information provided by employer scheme members about their employees' scheme status, and/or individual members regarding their own status (as applicable).

☐ Implement linkages across your scheme administration and membership administration systems with auditing activities to accurately calculate members subject to the scheme.
(This includes but is not limited to: audits relating to member compliance with CPD requirements and professional indemnity insurance obligations).

☐ Ensure your scheme administration systems allow for sufficient notice periods to preclude noncompliant or exempt scheme members from your association's quarterly or annual scheme fee payment due dates.

☐ When implementing the above policies or procedures, or making changes to existing protocols, disseminate member communication/education programs to improve awareness and transparency on scheme requirements.

Scheme exemptions:

☐ Implement governance and record-keeping processes which track fee remittances to members as a result of scheme exemptions.

Membership audits:

☐ Ensure your member administration processes, including member audits, which govern scheme exemptions effectively record and track exemptions during the annual fee periods.

☐ Implement linkages or communications across departments within your association to raise

transparency on scheme membership processes and payment due dates, and ensure information is transferred which may be relevant to scheme membership.
(This includes but is not limited to departments such as: member applications, finance, relevant committees, audit, and compliance)

Appendix D - Annual Membership Assurance Report (100 or more members) – NSW, Vic and WA associations

ANNUAL MEMBERSHIP ASSURANCE REPORT[9]

Independent Assurance Report[10]

To the [name of governing body] of [name of occupational association]

Opinion

We have undertaken a reasonable assurance engagement on (name of occupational association)'s compliance, in all material respects, in its preparation of the subject matter information ("the Return") as evaluated against the Guidance Note on Fees Payable and Assurance Reporting dated November 2026 issued by the Professional Standards Council ("the Guidance").

In our opinion, (name of occupational association) has complied, in all material respects in the preparation of the Return as evaluated against the Guidance.

Basis for Opinion

We conducted our engagement in accordance with the Standard on Assurance Engagements ASAE 3100 *Compliance Engagements* issued by the Australian Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

(Name of occupational association) responsibility

(Name of occupational association) is responsible for:

(a) The compliance activity undertaken to meet the preparation of the Return

(b) Identification of risks that threaten the preparation of the Return identified above being met and controls which will mitigate those risks and monitor ongoing compliance.

Our Independence and Quality Management

We have complied with the independence and relevant ethical requirements, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Auditing Standard ASQM1, which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Assurance Practitioner's Responsibilities

Our responsibility is to express an opinion on (name of occupational association)'s compliance, in all material respects, with the preparation of the Return as evaluated against the Guidance. ASAE 3100 requires that we plan and perform our procedures to obtain reasonable assurance about whether, (name of occupational association) has complied, in all material respects, with the preparation of the Return as evaluated against the Guidance.

An assurance engagement to report on (name of occupational association)'s compliance with the preparation of the Return involves performing procedures to obtain evidence about the compliance activity and controls implemented to meet that requirement. The procedures selected depend on our judgement, including the identification and assessment of risks of material non-compliance as evaluated against the Guidance.

[9] The Councils' reserve the right to inspect the relevant accounts of an association providing the *Annual Membership Assurance Report*.

[10] Appendix 6, Example 2 of the Standard on Assurance Engagements ASAE 3100 *Compliance Engagements*.

Inherent Limitations

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error, or non-compliance with compliance requirements may occur and not be detected.

A reasonable assurance engagement does not provide assurance on whether compliance will continue in the future.

Restricted Use

This report has been prepared for use by (name of occupational association) and the Professional Standards Council(s) for the purpose of confirming (name of occupational association)'s compliance with the Guidance in its preparation of the Return. We disclaim any assumption of responsibility for any reliance on this report to any person other than [intended users], or for any other purpose other than that for which it was prepared.

Return

	No. of eligible scheme members	Amount due to PSC	Amount paid	Date paid	Interest due to PSC (if any) as at certification date	Interest paid	Date paid
Opening statement							
Annual adjustment							

Name of Assurance Practitioner

[Assurance practitioner's signature]
[Date of the assurance practitioner's assurance report]
[Assurance practitioner's location]

Association Membership (circle as appropriate)	CPAA	CA ANZ	IPA

Declaration:

I am not a member of the occupational association for which this opinion is expressed.

OR

I am a member of the occupational association and declare I have complied with ethical and independence standards in completing this assurance engagement (assurance report).

Signature of Assurance Practitioner _____

Date _____

Appendix D - Annual Membership Assurance Report (100 or more members) – Qld and SA associations

ANNUAL MEMBERSHIP ASSURANCE REPORT[11]

Independent Assurance Report[12]

To the [name of governing body] of [name of occupational association]

Opinion

We have undertaken a reasonable assurance engagement on (name of occupational association)'s compliance, in all material respects, in its preparation of the subject matter information ("the Return") as evaluated against the Guidance Note on Fees Payable and Assurance Reporting dated November 2026 issued by the Professional Standards Council ("the Guidance").

In our opinion, (name of occupational association) has complied, in all material respects in the preparation of the Return as evaluated against the Guidance.

Basis for Opinion

We conducted our engagement in accordance with the Standard on Assurance Engagements ASAE 3100 *Compliance Engagements* issued by the Australian Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

(Name of occupational association) responsibility

(Name of occupational association) is responsible for:

(a) The compliance activity undertaken to meet the preparation of the Return

(b) Identification of risks that threaten the preparation of the Return identified above being met and controls which will mitigate those risks and monitor ongoing compliance.

Our Independence and Quality Management

We have complied with the independence and relevant ethical requirements, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Auditing Standard ASQM1, which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Assurance Practitioner's Responsibilities

Our responsibility is to express an opinion on (name of occupational association)'s compliance, in all material respects, with the preparation of the Return as evaluated against the Guidance. ASAE 3100 requires that we plan and perform our procedures to obtain reasonable assurance about whether, (name of occupational association) has complied, in all material respects, with the preparation of the Return as evaluated against the Guidance.

An assurance engagement to report on (name of occupational association)'s compliance with the preparation of the Return involves performing procedures to obtain evidence about the compliance activity and controls implemented to meet that requirement. The procedures selected depend on our judgement, including the identification and assessment of risks of material non-compliance as evaluated against the Guidance.

[11] The Councils' reserve the right to inspect the relevant accounts of an association providing the *Annual Membership Assurance Report.*

[12] Appendix 6, Example 2 of the Standard on Assurance Engagements ASAE 3100 *Compliance Engagements*.

Inherent Limitations

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error, or non-compliance with compliance requirements may occur and not be detected.

A reasonable assurance engagement does not provide assurance on whether compliance will continue in the future.

Restricted Use

This report has been prepared for use by (name of occupational association) and the Professional Standards Council(s) for the purpose of confirming (name of occupational association)'s compliance with the Guidance in its preparation of the Return. We disclaim any assumption of responsibility for any reliance on this report to any person other than [intended users], or for any other purpose other than that for which it was prepared.

Return

	No. of eligible scheme members	Amount due to PSC (per quarter)	Amount paid	Date paid	Interest due to PSC (if any) as at certification date	Interest paid	Date paid
Opening statement							
1st adjustment							
2nd adjustment							
3rd adjustment							
4th adjustment							

Name of Assurance Practitioner

[Assurance practitioner's signature]
[Date of the assurance practitioner's assurance report]
[Assurance practitioner's location]

Association Membership (circle as appropriate)	CPAA	CA ANZ	IPA

Declaration:

I am not a member of the occupational association for which this opinion is expressed.

OR

I am a member of the occupational association and declare I have complied with ethical and independence standards in completing this assurance engagement (assurance report).

Signature of Assurance Practitioner _____

Date _____

Appendix E – Annual Membership Assurance Report (less than 100 members) – NSW, Vic and WA associations

Associations with less than 100 members

For associations with a membership of less than 100 eligible scheme members in any annual fee period, the Chief Executive Officer, or equivalent nominee, and the Finance Officer must complete the signatory section below.

ANNUAL MEMBERSHIP ASSURANCE REPORT[13]

Return

	No. of eligible scheme members	Amount due to PSC	Amount paid	Date paid	Interest due to PSC (if any) as at certification date	Interest paid	Date paid
Opening statement							
Annual adjustment							

In our opinion, the Return has been prepared in accordance with Guidance Note on Fees Payable and Assurance Reporting dated November 2026, issued by the Professional Standards Councils.

NAME OF CEO/NOMINEE _____ **SIGNATURE** _____

And

NAME OF FINANCE OFFICER _____ **SIGNATURE** _____

DATE _____

[13] The Councils' reserve the right to inspect the relevant accounts of an association providing the *Annual Membership Assurance Report.*

Appendix E – Annual Membership Assurance Report (less than 100 members) – Qld and SA associations

Associations with less than 100 members

For associations with a membership of less than 100 eligible scheme members in any annual fee period, the Chief Executive Officer, or equivalent nominee, and the Finance Officer must complete the signatory section below.

ANNUAL MEMBERSHIP ASSURANCE REPORT[14]

Return

	No. of eligible scheme members	Amount due to PSC (per quarter)	Amount paid	Date paid	Interest due to PSC (if any) as at certification date	Interest paid	Date paid
Opening statement							
1st adjustment							
2nd adjustment							
3rd adjustment							
4th adjustment							

In our opinion, the Return has been prepared in accordance with Guidance Note on Fees Payable and Assurance Reporting dated November 2026, issued by the Professional Standards Councils.

NAME OF CEO/NOMINEE _____ **SIGNATURE** _____

And

NAME OF FINANCE OFFICER _____ **SIGNATURE** _____

DATE _____

[14] The Councils' reserve the right to inspect the relevant accounts of an association providing the *Annual Membership Assurance Report.*