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**ASIBA Queensland**  
**Policy on Assessment Criteria**  
**Endorsement as a Surveyor – Consulting**  
**(Corporation)**

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The following is the ASIBA Queensland competence assessment criteria for consideration of a Body Corporate which is a Registered Surveyor to be granted the endorsement of Consulting by the authority of Section 39 of the Surveyors Act 2003. **Note** : ASIBA Queensland is a trading name of Spatial Queensland Limited.

### **Competencies**

The competencies required of an individual for the granting of a Consulting Endorsement are specified by the **Competency Frameworks (Consulting Endorsement)** (Document Number SBQ-CF-0104) published by the Surveyors Board of Queensland.

The competencies required of a body corporate include those competencies together with the demonstrated competence to manage the obligations of a body corporate as they apply to operations in consulting surveying.

### **Requirements**

A body corporate seeking a Consulting Endorsement should be able to demonstrate :-

1. that the corporation is validly registered with the Australian Securities and Investments Commission (ASIC)
2. that the management structure and operations structures of the corporation are competent to manage:-
  - Workplace Health and Safety (best demonstrated by a maintained set of WH&S Policies and procedures)
  - Project requirements including receipt of instructions, technical operations and compliance with standards (best demonstrated by an audited quality management system or a maintained set of appropriate policies and procedures addressing the relevant issues for the type of services intended to be offered)
  - Risk Management (best demonstrated by a maintained set of risk management policies and procedures, including maintenance of appropriate insurances)
  - Financial Management (best demonstrated by the operation of a maintained financial system)
  - Complaints Handling (best demonstrated by a maintained set of consumer complaints handling policies and procedures)

Within the Corporation, the person responsible for surveying operations in a management sense should be an individual who holds a Consulting Endorsement in his/her own right. Board resolutions and procedures should be in place to ensure that this is continuously the case for the duration of the Endorsement's period.

### **Levels of Competence**

The level of competence required is that which, in the opinion of the assessor, is sufficient to protect the public and achieve public confidence in surveying. The assessment will have regard to the type of services intended to be offered, the extent, location and magnitude of the services, and the scale of operation of the corporation.

The applicant will need to demonstrate that the level of Professional Indemnity and Public Liability insurance is appropriate for the proposed operations of the company.

## **Assessment**

It is the responsibility of the applicant for a Consulting endorsement to demonstrate competencies to the required level in the required elements. The standard procedure for a first application for an endorsement is as follows:–

1. The applicant requests an assessment and pays the appropriate fee
2. The applicant provides a portfolio of evidence relevant to the elements listed. This might include documentation of policies and procedures, proof of operation, a specially written report, and the like
3. The portfolio is assessed by an assessor or assessors appointed by the Association who examines the evidence and reports thereon, including the identification of any areas of doubt.
4. A panel of three assessors, including the one who examined the evidence, conducts an interview if required to validate the initial assessment and fill in any gaps identified
5. The panel makes a recommendation to the Association. If the recommendation is in the negative or conditional, then reasons are given.
6. The Association issues an assessment notice to the applicant. If the assessment is in the negative or conditional, then reasons are given.

## **Fees**

The applicant is required to make prior payment of the assessment fee as determined from time to time by the Executive of the Association.