



2008 - 2009

Statement of Affairs

Surveyors Board of Queensland

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CHAIRMAN'S FOREWORD

The Statement of Affairs of the Surveyors Board of Queensland has been issued in accordance with the requirements of Section 18 of the *Freedom of Information Act 1992*.

It sets out the role and functions of the Surveyors Board of Queensland; how the community can take part in the formulation of policies of the Board; and how members of the community may gain access to the records of the Board.

The Surveyors Board of Queensland is an independent body corporate and statutory authority established under the provisions of the *Surveyors Act 2003* (the *Act*).

A handwritten signature in black ink, reading 'P.J. Sippel'.

PETER JOHN SIPPEL
Chairman



1. MISSION OF THE BOARD

The Board aims to ensure public confidence in the profession of surveying.

FULFILLING THE MISSION OF THE BOARD

The following key objectives for fulfilling its mission which is to ensure public confidence in the profession of surveying:

1. Setting and maintaining the competency standards for both technical competence and ethical / professional conduct.
2. Building and evaluating competence to meet the standards through assessments, registration and renewal procedures.
3. Assurance of public confidence.
4. Communication to relevant audiences.

To achieve these objectives, the actions to be taken in the short-term include:

1. Setting and maintaining the competency standards for both technical competence and ethical / professional conduct by:
 - a. monitoring feedback on relevance;
 - b. communicating the benefits to key audiences including professionals, users and the community; and
 - c. annually reviewing the code of conduct.
2. Building and evaluating competence to meet the standards through assessments, registration and renewal procedures by:
 - a. building competence to meet the standards through
 - i. holding training courses for candidates for registration;
 - ii. holding training courses for applicants for renewal; and
 - iii. facilitation with other industry groups; and
 - b. evaluating competence to meet the standards through:
 - i. maintaining a group of suitably skilled and qualified assessors;
 - ii. undertaking competency assessments on site;
 - iii. undertaking competency desktop audits; and
 - iv. maintaining a registration system.
3. Assurance of public confidence by:
 - a. maintaining a complaints system;
 - b. holding investigator / expert witness training courses
 - c. reporting of complaints activity;
 - d. highlighting common issues to mitigate complaints; and
 - e. undertaking site visits of 10% of consulting endorsed entities. From visits identify:
 - i. appropriateness of Certification status;
 - ii. need for training programs; and
 - iii. need for mentoring improvements.
4. Communication to relevant audiences by:
 - a. developing a communication strategy and publishing it on the Board's web site; and
 - b. embedding communication in the Board process.



2. STRUCTURE

The structure of the Board is defined by Section 12 of the *Act* as:-

"Membership of Board" The Board consists of the following 8 members -

- a) 6 must be surveyors, comprised as follows -
 - (i) 3 cadastral surveyors;
 - (ii) 1 surveyor directly involved in teaching surveying;
 - (iii) 1 other cadastral surveyor employed by the department;
 - (iv) 1 other surveyor; and
- b) 2 others must represent the interest of the community generally in the conduct and practice of the profession.
- c) The business of the Board is dealt with in five categories, each with an assigned Board Member:

Administration Convenor	Russell Priebsenow
Chief Examiner	Jim Liddle
Complaints Convenor	Lloyd Laing
Education & Registration Convenor	Glenn Campbell
Renewal Convenor	John Carroll

3. FUNCTIONS

Under the *Act*, the Board's functions are as follows:

- to establish competency frameworks for qualifying persons for registration and registration endorsements
- to accredit entities for assessing the competency of persons under the competency frameworks
- to assess applicants for registration and registration endorsements
- to register persons and issue registration certificates
- to keep a register of registrants
- to monitor registrants' compliance with disciplinary conditions of registration
- to authorise investigations, whether because of a complaint or on its own initiative, of registrants' professional conduct
- to take disciplinary proceedings against registrants
- to refer disciplinary matters, for hearing, to professional conduct review panels and surveyors' disciplinary committees
- to provide administrative services for surveyors' disciplinary committees
- to perform other functions given to the Board under the *Act* or another Act.

4. POWERS

The powers of the Board are prescribed under Section 11 of the *Act* as:-

- (a) to enter into contracts;
- (b) to acquire, hold, dispose of, and deal with property;
- (c) to appoint agents and attorneys;
- (d) to engage consultants;
- (e) to fix fees and charges, and other terms, for services and other facilities it supplies;
- (f) to do anything else necessary or convenient to be done for, or in connection with its functions.

5. IMPACT ON THE COMMUNITY

The primary role of the Board is to protect the public interest in surveying and survey related matters. This role incorporates ensuring consistent and accurate delineation of property boundaries and providing for endorsement(s) for survey specialisations other than land surveys.



The Board accomplishes its role through a number of methods, which include -

- registration of appropriately qualified and experienced persons and maintenance of registers; and
- take appropriate disciplinary action against registered persons, where necessary.
- recommendation to the Minister responsible for the *Act* for amendment to legislation or introduction of new legislation;

6. WAYS THE COMMUNITY MAY PARTICIPATE IN THE OPERATION OF THE BOARD

There are two ways by which the community may participate in the operation of the Board. These include:-

6.1 Discussion Papers

The Board, from time to time, releases discussion papers on current topics and issues before it. These papers are open to consideration and submission from professional bodies, members of the surveying profession and the community.

All relevant material received in response to the papers is considered by the Board in the formulation of its policies and procedures.

6.2 Attendance at Meetings and Workshops

Meetings of the Board are held at regular intervals. An 'open meeting' policy is adopted, where members of the profession and the community can attend the Board meetings on a pre-arranged basis. However, due to limited facilities and the confidential nature of some matters addressed by the Board from time to time, the Board does require that adequate prior notice be given by interested parties with regards to the intention to attend a meeting. Observers at Board Meetings may be requested to leave the meeting during discussion of confidential matters.

7. DOCUMENTS HELD BY THE BOARD

The Board holds a number of documents which are available for viewing by the community or from which information may be accessed by the community. These documents include:-

7.1 Statement of Affairs

Copies of the Statement of Affairs of the Board are produced in accordance with the *Freedom of Information Act 1992*. Copies are available for the members of the community and the general public to peruse or acquire at the Board's office or it can be downloaded and printed in the Board's website at www.surveyorsboard.com.au.

7.2 Register of Surveyors

As required in Section 68 of the *Surveyors Act 2003*, the Board maintains a Register of Surveyors, Corporations, Emeritus Surveyors Surveying Graduates, and Surveying Associates. The publicly available part of the Register of Cadastral/Land Surveyors, Corporations, Emeritus, Surveying Graduates and Surveying Associates can be readily accessed in the Board's website or by inspection at the Board's office. The Register includes the particulars of all persons and corporations who are registered with the Board.

Inspection of the Register at the Board's office will only be conducted during normal business hours.

7.3 Competency Framework

Registration under the *Act* is given on the basis of competency frameworks developed by the Board. Relevant documents are:

- Applicant Handbook
- SBQ-CF-0100 Overview Document



- SBQ-CF-0101 Associate
- SBQ-CF-0102 Graduate
- SBQ-CF-0103 Surveyor
- SBQ-CF-0104 Consulting Endorsement
- SBQ-CF-0105 Engineering Endorsement
- SBQ-CF-0106 Cadastral Endorsement
- SBQ-CF-0108 Mining Endorsements
- SBQ-CF-0109 Associate Degree Mapping
- SBQ-CF-0110 Graduate Degree Mapping
- SBQ-CF-0111 Surveyor Degree Mapping
- 0802B Competency Assessment Policy

The above documents are available for download in the website or it can be emailed upon request. Hard copies will incur a fee of \$ 0.20 per page.

7.4 Annual Report

As a Statutory Authority, the Board has to produce an Annual Report setting out the affairs, highlights and finances for the financial year last completed.

The Annual Report is posted in the website for viewing of the general public. Hardcopies can be acquired for free by calling the Board's Office or sending an email to admin@surveyorsboard.com.au

8. TOPIC GROUPS ESTABLISHED TO ASSIST THE BOARD

The Board operates through Topic Convenors to review and make recommendations within their specific areas of reference.

The Topic Convenors and their respective terms of reference are:-

8.1 Administration

Terms of Reference:-

- Provide appropriate Governance for the Board.
- Attend to various matters within the Board's charter and powers, and specifically matters of an administrative nature.
- Oversee the functioning of the resources of the Board. (human, physical, financial).
- To ensure the Board has appropriate resources to enable it to meet the requirements of administering the *Act*.
- Interact with government particularly the Department of Environment and Resource Management
- Provide input into the development of government policies to ensure that relevant policies and supporting legislations are capable of being implemented
- Ensure that the enabling legislation is administered and pro-active advice is provided to the government regarding existing and proposed legislations which have relevance to surveyors and surveys
- Develop guidelines in the form of Directives, Recommended Practices, Policy Statements and Memoranda addressed to all registered persons to supplement the enabling of legislations where necessary

8.2 Complaints

Terms of Reference:-

- Make an initial assessment of a complaint and recommend an appropriate course of action to the Board.
- Seek appropriate advice on a complaint and associated matters and take action to bring the matter of the complaint to a conclusion in a timely manner.



- To encourage participants of a complaint to use conciliation in the first instance to resolve the complaint.
- Endeavour, where possible, to use the involvement of the professional bodies in the resolution process, in conjunction with the Board.
- Where an investigator is to be appointed, brief that investigator in all aspects of their task.
- Review and consider the investigators report and make recommendation thereon to the Board.
- Provide a report to the Board on all aspects of the complaint and recommend on how the matter is to be finalised including appropriate action in cases where an offence has been committed.

8.3 Education and Registration

Terms of Reference:-

- Determine policy for the assessment of such registrants over time.
- Make recommendations to the Board as to the acceptance of such registrations and submit in the Board Meeting for notation by the members.
- Nominate Examiners and Assistant Examiners for Professional Assessment Projects (PAP).
- Determine competency & practical experience requirements for registration categories and assess technical and professional assessment criteria
- To consult with the Chief Examiner regarding the Board delegated role of registration of all Associate and Graduate application and submit to the Board Meeting for notation.

8.4 Renewal

Terms of Reference:-

Coordinates and assesses the renewal of registrants each year. Nominates suitably qualified persons to assess submissions

8.5 Chief Examiner

In addition to the Topic Groups, the Board also appoints a Chief Examiner. The duties of the Chief Examiner are often implemented in conjunction with the Convenor of Registration and Education. Some duties of the Chief Examiner are performed independently. A summary of the role of the Chief Examiner are as follows:

- reviews and assesses all Professional Training Agreements (PTA) and Professional Assessment Projects (PAP) applications
- assists with interviews of applicants when required
- assists in the assessment of CPD activities.
- To approve and review all PTA's submitted – if required refer the matter to the next Board Meeting.
- To conduct interviews for all Grades of Surveyor registration (with additional parties if required) and make recommendation to the Board Members during one of its meetings.
- To consult with the Convenor of Education and Registration regarding the Board delegated role of registration of all Associate and Graduate application and submit to the Board Meeting for notation.

9 ACCESS TO DOCUMENTS OF THE BOARD

9.1 First Point of Contact

The first point of contact for any matter relating to an issue for the Board's consideration is the Board's office. The Board's contact details are as follows:-

In writing to Executive Officer/ Secretary
Surveyors Board of Queensland
PO Box 656
Spring Hill Qld 4004



Or

In person to Executive Officer/ Secretary
Surveyors Board of Queensland
Unit 18, Level 4 Kenlynn Centre
457 Upper Edward Street
Spring Hill Qld 4000

Or

By telephone to (07) 3839 7744

Or

By email to admin@surveyorsboard.com.au

Or

Visit SBQ Website www.surveyorsboard.com.au

The Board's staff will assist with the enquiry, and if necessary, will refer the enquiry to the appropriate Board Member.

9.2 Freedom of Information

In reference to completely formulating its own procedures for community access to its documents, the Board has adopted those specified in the *Freedom of Information Act 1992* (FOI) and the Policy and Procedures Manual published by the FOI and Administrative Law Division of the Department of Justice and Attorney-General.

9.3 Policy Documents

The Policy Documents of the Board have been incorporated into the Board website www.surveyorsboard.com.au.