

## **Summary of the Professional Surveyors' Occupational Association Scheme**

The Professional Surveyors' Occupational Association Scheme (the scheme) is a scheme under the *Professional Standards Act 1994* (NSW) (the *Act*) prepared by the Professional Surveyors Occupational Association NSW Inc (PSOA).

The PSOA is a professional association whose address:  
Professional Surveyors Occupational Association (PSOA)  
P O Box A1155  
Sydney South  
NSW 1235  
Website: [www.psoa.com.au](http://www.psoa.com.au)

PSOA is an occupational association for sole traders, partners and corporations undertaking survey work who meet the PSOA's requirements for membership. PSOA was incorporated in 1996. Affairs are managed through the Board assisted by an Administration Officer.

### **Nature of the liability to be limited**

The scheme operates for the purpose of improving the occupational standards of professionals and others in the surveying industry, to protect the consumers of their services. It also limits the civil liability of persons covered by the scheme. The scheme applies to all members of PSOA.

The liability limited by the scheme includes, to the extent permitted by the *Act*, all civil liability arising (in tort, contract or otherwise) directly or vicariously from anything done or omitted by a member of the Association or to any person to whom the scheme applies in acting in the performance of his or her occupation. The scheme does not apply to liability for damages arising from any matter to which the *Act* does not apply.

### **Standards of insurance**

Members of the Association covered by the scheme are required to maintain a current professional indemnity insurance policy that meets the standards specified from time to time by the Association. The amount payable under the insurance policy in respect of occupational liability is to be not less than the person's limitation of liability. In addition, members are to maintain sufficient assets to cover any deductible applicable under the insurance policy.

### **Risk management**

The Association administers strategies to maintain and improve occupational standards and to minimise risk. As a primary strategy, the Association maintains membership entry requirements. Risk management strategies include the requirement to meet standards of continuous professional development (CPD) and abide by a Code of Ethics and Code of Practice.

Members are required to have professional indemnity insurance. The Association undertakes claims monitoring to identify trends, to evaluate and improve strategies, to assist member education and to reduce risk.

Membership is restricted to sole traders, partners and corporations who have a minimum turnover relating to survey work of 900 units where 1 unit is equivalent to \$100 at October 2006 to increase by CPI at 1 July each year. This restriction is to exclude organisations that are only involved in survey practice on a part time basis.

Sole traders, partners and the nominated representative of corporations are required to hold a bachelor degree in surveying or a related topic or be a Registered Surveyor. Sole traders, partners and all professional/degree qualified employees of a corporation are required to undertake 15 approved CPD points per year where 1 CPD equates to 1 hour of training.

Advanced Diploma and Diploma qualified staff are required to undertake 5 hours of CPD or for part time employees 0.3% of total hours worked.

All other employees are required to undertake 2 hours of CPD or for part time employees 0.1% of total hours worked.

The requirement of CPD for all employees is to encourage the culture of continued learning and improvement within an organisation. Members are required to provide a report of CPD activities for all individuals annually. Sanctions may be applied for failure to comply with the minimum requirements set out in the Association CPD Policy.

The Association encourages members to implement a program of quality assurance. On renewal members are required to provide a schedule of changes made to procedures during the year to ensure annual reviews are undertaken.

Members are required to certify annually that they have complied with risk management strategy requirements and are randomly audited to check their compliance with the scheme.

Members are subject to the Association's Complaints and Disciplines Regulations. Investigations may be commenced as a result of a complaint received from any member of the public. A range of penalties and sanctions may be imposed depending on the outcome of the investigation.

### **Scheme management**

The management of the scheme is undertaken by the Board of PSOA with the assistance of an Administration Officer.