



Overview

Established in 1930, the Board of Professional Engineers of Queensland (Board) is Australia's oldest engineering regulator and an independent, self-funded, statutory authority within the portfolio responsibilities of the [Minister for Housing and Public Works](#).

The Board is Queensland's professional engineering regulator and administers the [Professional Engineers Act 2002](#) (Qld) (the Act) on behalf of Queensland Government.

The objectives of the Board as set out by the Act are to:

- a) protect the public by ensuring professional engineering services are provided by a registered professional engineer in a professional and competent way; and
- b) to maintain public confidence in the standard of services provided by registered professional engineers; and
- c) to uphold the standards of practice of registered professional engineers.

The role, functions and powers of the Board are set out in the [Act](#) and the associated [Professional Engineers Regulation 2019](#). The attached Introduction to the Board document provides an overview of key aspects of the Board's operations.

Further information about the Board is available on the [Board website](#), including the [Strategic plan 2024-28](#) and [Annual Report 2023-24](#).

The [Welcome Aboard: A Guide for Members of Queensland Government Boards, Committees and Statutory Authorities](#) outlines the role of government boards and those who serve the community as members. The Guide also gives details about how boards are established including the appointment processes and remuneration procedures.

Appointment processes for the Board are managed by the Department of Housing and Public Works.

Board member commitments

- Board members are required to familiarise themselves with the work of the Board, including their legal and statutory obligations. They must take reasonable steps to ensure that they are knowledgeable about the business of the Board and can make informed decisions.
- All Board members shall abide by the [Code of Conduct - For the Queensland Public Service](#).
- Board members may be requested to support the Registrar and their team with Board activities such as stakeholder engagement and collaboration.

Board meetings

- Seven Board meetings are scheduled for 2025, to be held every seven to eight weeks.
 - Board meetings commence at 9am and run for approximately five hours (depending on the agenda and the level of discussions during the meetings).
 - Meetings are held at the Board's premises in the Brisbane CBD.
 - While attendance in person is preferred as this is more conducive for a smooth meeting and constructive conversations, online option is available for Board members if they are not able to attend in person.
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- Reasonable travel for Board business is authorised, as long as prior approval is sought and all travel is in line with Queensland Government directives and Board policies.
- Board meeting agenda items may include:
 - Legal matters (complaints/notifications under the PE Act) at the completion of an investigation processes
 - Strategic and governance matters required under the PE Act and other legislation
 - An operational management pack in the form of a quarterly dashboard plus a number of supporting attachments is provided on a quarterly basis
 - Other regular reports and updates
 - Other matters as needed.

Pre-meeting preparation

- Board papers are released electronically six days prior to each Board meeting.
- Board members are required to read and consider all agenda items before each meeting.
- Individual Board members are responsible collectively for and should support and adhere to all Board decisions. Members, however, can exercise a dissenting view on particular decisions which should be appropriately minuted.

Flying minutes

- Occasionally there may be a need to issue a flying minute to the Board to consider matters out of session. These are at the discretion of the Chair and are managed electronically.

Strategic planning session

- Every year, a Board strategic planning session is held over a day to review the strategic plan, consider progress made and confirm future priorities.

Risk and Audit Committee and other committees/working groups

- The Board is supported by a Risk and Audit Committee (RAC) and two Board members (plus the Board Chair as an observer) are members of the RAC.
- Four meetings are scheduled for 2025 and usually run for two hours. Additional preparation is required to attend these meetings.
- There may be other committees/working groups that the Board establishes that may need input/involvement from Board members.
- No additional remuneration is provided to Board members for participation on these committees.

Participation in whole-of-government initiatives

- There may be a need for a Board member to represent the Board on a committee (such as the Ministerial Construction Council (Chair is the member) or its subcommittees).

Engagement activities

- The Board manages a large range of public facing engagement activities (over 100 last financial year) and sometimes Board members assist with these activities. These could be high level meetings, presentations, webinars, workshops, events etc.

Commitment as Chair

- In addition to the above, the Chair has some additional commitments in preparing for and Chairing Board meetings, representing the Board in various forums and events/meetings, meeting with the department on a quarterly basis, reviewing and signing formal correspondence from the Board and liaising with the Registrar on a regular basis.
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