



## Tasmanian Land Surveyors Accreditation Board

### Guidelines for Examiners

in the examination of, and reporting on Pre-examination Surveys  
and Urban and Rural Survey Projects submitted by candidates  
for accreditation as land surveyors.



## **1. Preamble**

Surveyors Regulations 2014 prescribes the requirements for candidates wishing to gain accreditation as land surveyors in Tasmania. 'Guidelines for Candidates Seeking a Certificate of Competency Leading to Registration Under the Surveyors Act 2002' provides candidates with further information as to the Board's requirements in this respect. It is recommended that examiners become familiar with these documents.

This document provides guidelines as to the activity and information required from examiners by the Board to enable it to make its assessment of candidates for accreditation.

## **2. Pre-examination Surveys**

### **2.1 Appointment of Examiner**

The Board will normally assign a candidate to the same examiner for all five pre-examination surveys required by the Regulations.

### **2.2 Examiner's Role**

The role of the examiner is to monitor the development of a candidate's cadastral survey capabilities and provide a mentoring role to the candidate. The surveys submitted do not constitute examinations and no formal report need be provided to the Board. Rather, the examiner should discuss each survey with the candidate and advise on any areas of perceived deficiency. Section 3.4.1 'Urban and Rural Survey Projects' may be used as a guide to the issues to be considered by the examiner.

### **2.3 Survey Requirements**

The candidate is required to undertake two rural surveys and three urban surveys, normally during the period of professional training. The examiner should ensure that the five surveys submitted together fulfil the requirements of the Regulations. The candidate is expected to provide a full cadastral and geodetic search with each survey submitted. The surveys should be certified by the surveyor under whose supervision they were carried out as being surveys for which the candidate was primarily responsible.

### **2.4 Reporting Requirements**

The examiner should advise the Board in writing when a candidate has successfully completed the pre-examination requisites. This will enable the candidate to commence project examinations.

### **3. Project Examinations**

Unlike the pre-examination survey mentoring process, the projects submitted by the candidate are subject to a full examination and written report by the examiner to the Board. Pre-examination mentoring and Project examination for a particular candidate will not normally be assigned to the same examiner.

#### **3.1 Project Approval**

It is a requirement of the Regulations that both the rural and urban project proposals be submitted to the Board (or the nominated examiner where so directed by the Board) for approval prior to execution. This ensures that the survey project will meet the requirements of the Regulations.

Where such approval is given by the Board, the nominated examiner will be advised of the details. Where the Board has requested the examiner to assess the proposed survey project, the examiner should likewise advise the Board when approval has been granted. The examiner should ensure that the survey project submitted matches the approved proposal.

An approved proposal may not necessarily constitute an adequate final survey. Candidates should be conscious of fulfilling the prescribed requirements for *Examinations* outlined within the Survey Regulations 2014.

#### **3.2 Field Inspection**

Unlike the requirements of the Land Surveyors Act 1909, the urban survey is not set and supervised by the examiner, and there is no opportunity for the examiner to observe the candidate's performance in the field.

The examination consists primarily of an office assessment of the documentation supplied by the candidate. It may also involve a field inspection where this is indicated as desirable by the office examination. The TLSAB has no statutory power of entry to private property. In the circumstance that access is required to the property under survey, the property owner's agreement may best be organised through the candidate.

If required for introducing an examiner to property owners, a letter certifying an examiner's status with TLSAB and explaining his/her role in the accreditation process will be made available.

#### **3.3 Candidate's Submission**

The candidate must lodge with the examiner all original field notes/collected data of the survey (this may include; electronic data, paper based notes, photos or other methods that describes the methodologies of the acquisition of data obtained in the field component of the surveys), the compiled survey notes and plan including a reinstatement report (and calculations if documented), and the cadastral and geodetic search used in the survey project. A detailed report describing the methodology and reinstatement decision process is also recommended.

Although the submission should provide all the information required for the examination, this does not preclude the examiner requesting clarification from the candidate if required.

### **3.4 Report Format**

The following headings indicate the scope of survey practice that examiners should consider in their examination role, and the breadth of information they should report on to the Board.

#### ***3.4.1 Urban and Rural Survey Projects***

##### Document Search

The cadastral search acquired by the candidate and supplied to the examiner must be complete in respect of the boundaries being redefined. Search (or report if coordination obtained by alternative methods e.g. AUSPOS) provided for coordination purposes must be sufficient to enable the survey to be coordinated in accordance with the Surveyor General's Directions and the Board's requirements.

##### Purpose of Survey

The candidate should exhibit a clear understanding of the purpose for which the survey is being made. The survey notes and detailed report accompanying the survey should reflect that purpose. eg An application for possessory title should include appropriate evidence supporting the application.

##### Plan and Survey Notes

The plan should be factually correct and meet the requirements of the registering authority in terms of drafting standard, format and information requirements. The survey notes should be complete in terms of the information required by the Directions to be documented and meet the drafting standards of the registering authority. The lack of quality assurance processes, particularly in the drafting of survey notes, has been a recurring theme in recent examinations. The examiner should document any errors and omissions evident on the plan and survey notes.

##### Coordination

The connection to the state geodetic network should show an understanding of the accuracy of the origin coordinates, and field survey techniques necessary to meet the accuracy requirements of the Directions. The coordinate calculations must be satisfactorily completed and the coordinate accuracy estimates be realistic.

##### Reinstatement of Boundaries

The examiner should be satisfied that the candidate has collected all the relevant information and applied the established priority of evidence correctly in reinstating the boundaries. Inadequate reporting of reinstatement methodology in the survey notes by past candidates has been of concern to the Board. The examiner should comment on the adequacy or otherwise of the candidate's reporting, particularly where the method of reinstatement or treatment of conflicting evidence requires clarification.

##### Appropriate use of survey technology and stated linkage to the national standard of length

The survey technology employed should be suitable to achieve the accuracy specifications set in the Surveyor General's Directions.

#### ***3.4.2 Urban Survey Project only***

##### Analysis of comparisons of lines measured by two methods

The candidate should exhibit an understanding of the expected accuracies of the two technologies used for measurement and be able to give a reasonable argument for the differences obtained in the two sets of measurements.

Verification of length

The candidate must demonstrate satisfactorily in the report that the survey equipment employed is verified against the national standard of length, as required in the Directions.

### **3.5 Recommendation**

A recommendation should be made informing the Board as to whether the survey is suitable for lodgement, with a summary listing those report issues that have been adequately dealt with by the candidate and those that have not.

The Board will make a final decision on whether the project examination passes or fails based on the examiner's report. Generally, any major deficiencies in the survey will result in the Board failing the candidate. However, areas of apparent weakness exposed by the report may be resolved through additional testing of the candidate prior to, or as part of the oral examination.