



Tasmanian Land Surveyors Accreditation Board

GUIDELINES FOR CANDIDATES

SEEKING A CERTIFICATE OF COMPETENCY LEADING TO REGISTRATION UNDER THE *SURVEYORS ACT 2002*

Updated April 2023

These guidelines have been prepared to assist candidates seeking to proceed to registration as a Land Surveyor under the *Surveyors Act 2002*.

These guidelines detail the standards specified in the *Surveyors Regulations 2014*, and the procedures for accreditation of competency as administered by the Tasmanian Land Surveyors Accreditation Board of the Institute of Surveyors Tasmania.

Table of Contents

| | |
|--|-----------|
| PART A | 3 |
| INTRODUCTION AND DISCLAIMER | 3 |
| 1. Introduction | 3 |
| 2. Disclaimer | 3 |
| 3. Definitions | 4 |
| 4. Preparation Timetable | 4 |
| PART B | 5 |
| PREPARING FOR COMPETENCY ASSESSMENT | 5 |
| 5. Eligibility to Undertake Examinations | 5 |
| 6. Professional Practice Experience | 5 |
| 7. Professional Training Agreement..... | 5 |
| 8. Pre-examination Surveys | 7 |
| 9. Statements of Professional Development | 10 |
| PART C | 11 |
| EXAMINATIONS FOR COMPETENCY | 11 |
| 10. Types of Surveys..... | 11 |
| 11. General Submission Requirements..... | 11 |
| PROJECT EXAMINATIONS | 12 |
| 12. General Requirements | 12 |
| 13. Rural Project Examination..... | 14 |
| 14. Urban Project Examination | 14 |
| 15. Guide to Scope of Project Examinations | 15 |
| 16. Professional Practice Examination | 16 |
| PART D | 17 |
| ADMINISTRATIVE MATTERS | 17 |
| 17. Fees | 17 |
| 18. Candidate Information | 17 |
| 19. Clarification of Role of Candidate Liaison Officer (CLO) | 17 |
| 20. Certificate of Competency | 18 |
| 21. Registration | 18 |
| 22. TLSAB Contact | 18 |

PART A

INTRODUCTION AND DISCLAIMER

1. Introduction

The role of the Institute of Surveyors Tasmania (IST) in the accreditation process is to ascertain the professional competence of an applicant seeking registration to practise as a land surveyor under the provisions of the *Surveyors Act 2002*. The Tasmanian Land Surveyors Accreditation Board (TLSAB) has been formed to facilitate this function.

The aim of the accreditation process is for candidates to demonstrate the competencies considered sufficient to practice as a Registered Land Surveyor as specified in the National Competency Standard for Registered Licenced Cadastral Land Surveyors affiliated with CRSBANZ.

A degree in surveying, of itself, does not entitle an applicant to undertake cadastral surveys, unless acting under the close supervision of a registered land surveyor, either in Tasmania or in any of the reciprocating Australian States, Territories or New Zealand. To gain accreditation, in addition to that tertiary qualification, a candidate must also be able to demonstrate the competency that is the skills, attitudes and attributes based on knowledge (gained through education) and experience (gained through post graduate training) that together is considered sufficient to practice as a Registered Land Surveyor and allow them to undertake cadastral (boundary) surveys.

The TLSAB supervises surveyors in their preparation for competency accreditation that determines eligibility for registration. The professional training, examinations and assessment of competency required for registration are prescribed in the *Surveyors Regulations 2014*. On successful completion of the examinations, the TLSAB will provide the candidate with a Certificate of Competency, which is acceptable for registration as a Land Surveyor by the Surveyor General of Tasmania.

The TLSAB will aim to meet a minimum of four times per year. A calendar of scheduled dates will be published on the TLSAB website. <https://tassurveyorsboard.org.au>

Candidates must refer to the published calendar and note the dates. Reminders will be issued periodically via email, a month before each meeting. Candidate submissions and forms must be forwarded to the Executive Officer a minimum of 3 weeks prior to each meeting date.

These guidelines have been prepared to assist candidates in their preparation and application for accreditation as competent to undertake cadastral surveys and to apply for registration in Tasmania.

2. Disclaimer

The information contained in these guidelines is not warranted to be correct or complete and is provided as a guide to candidates and supervising Registered Land Surveyors.

Reference must be made to the statutory documents, being the *Surveyors Act 2002* and the *Surveyors Regulations 2014*. Both can be obtained from www.thelaw.tas.gov.au.

3. Definitions

For the purposes of these guidelines:

“**Act**” means the *Surveyors Act 2002*

“**CRSBANZ**” means the Council of Reciprocating Surveyors Boards of Australia and New Zealand

“**Regulations**” means the *Surveyors Regulations 2014*

“**Directions**” means the directions for the practice of surveying issued by the Surveyor General pursuant to *Surveyors Act 2002*

“**TLSAB**” means the Tasmanian Land Surveyors Accreditation Board, being the body appointed by the Institute of Surveyors Tasmania to facilitate the accreditation of competency of candidates to undertake surveys of land

4. Preparation Timetable

The *Surveyors Regulations 2014* specify the pre-requisites to each step in the path to accreditation and set time limits after which accreditation for some successfully completed steps may lapse.

To maximise the benefits of the various steps in the path to accreditation and minimise the time required, TLSAB recommends the following schedule be maintained by candidates:

- Registration as a Candidate
- Registration of a Professional Training Agreement (PTA) (normally of two years duration minimum) as soon as possible following registration
- Completion of the pre-registration exams submitted at regular intervals over the period of the PTA
- Submission to TLSAB of proposals for urban and rural projects upon or close to completion of the PTA.

Note: Before a candidate may sit for examinations, a Certificate of Professional Training signed by the supervising surveyor must be provided to TLSAB as evidence that the training agreed between TLSAB, supervising surveyor and candidate has been achieved.

- Submission of projects shortly following completion of the PTA.
- Sitting for Professional Practice Examination shortly following submission of the rural and urban projects.

PART B

This part of the guidelines deals with the prerequisite conditions for examination, including academic eligibility, professional training agreements and certified practical experience.

This includes details relating to the advisory review by TLSAB of actual surveys carried out by the candidate during their practical experience.

PREPARING FOR COMPETENCY ASSESSMENT

5. Eligibility to Undertake Examinations

Candidates may apply to undertake examinations when they have fulfilled the following requirements:

- 5.1 registered as a candidate with TLSAB and entered into a Professional Training Agreement
- 5.2 completed a course of study of at least four years duration leading to a degree in surveying that is recognised by TLSAB as being suitable for the purpose
- 5.3 obtained the required professional practice experience
- 5.4 submitted a series of pre-examination surveys to a TLSAB appointed mentor for assessment and sign-off as being satisfactorily completed

6. Professional Practice Experience

The candidate must have completed satisfactory professional experience before an application can be made to TLSAB for examination.

The professional training period:

- 6.1 is a minimum of two years including a minimum of 12 months experience in Tasmania as required by the Regulations
- 6.2 is to be under the supervision of a suitably qualified person (usually a Registered Land Surveyor with at least two years' registered experience) under a Professional Training Agreement
- 6.3 is to include at least 18 months on cadastral boundary definition:
 - including a minimum of 12 months as a post-graduate
 - of which at least 6 months is in Tasmania

7. Professional Training Agreement

- 7.1 Professional practice experience and training is to be undertaken in accordance with a registered Professional Training Agreement (PTA) between the candidate and a Registered Land Surveyor with a minimum of two years post registration experience.
- 7.2 The agreement is to be entered into by the candidate and the supervising surveyor in accordance with the standard form developed by TLSAB for the purpose and is to be co-signed by the Chair of TLSAB. This means that the document represents a three-way agreement, providing scope for TLSAB, for example, to require the supervising surveyor to provide the candidate with experience or training in areas perceived to be lacking.

- 7.3 A candidate may aggregate professional experience gained under agreements with more than one supervising surveyor. Generally, however, periods of less than one month will not be included.
- 7.4 The prerequisite qualifications required for the TLSAB to consider an application for registration as a candidate and approve the agreement must meet the requirements of a survey related degree of at least four years duration.
- 7.5 If a prospective candidate has completed a 3-year Bachelor of Surveying and Spatial Sciences (or equivalent) but not yet completed the fourth year Graduate Diploma in Land Surveying, they may apply in writing to the TLSAB for pre-approval to enter into Professional Training Agreement, only where the following conditions are verified.
1. The reason for non-completion of the Graduate Diploma in Land Surveying is due to the Diploma not being available for enrolment/on current offer by a recognised university for period not exceeding 1 year; and
 2. The candidate must enrol in the Graduate Diploma in Land Surveying within the first 12 months of the agreement and successfully complete the Diploma within the first two-years of the agreement.
 3. Where the candidate does not anticipate completion in accordance with Clause 7.5.2, the candidate must notify the TLSAB in writing prior to the expiry of this two-year term (from date of registration of the agreement). Where an extension is sought, the candidate must make this request in writing and provide supporting evidence. The TLSAB will review on a case-by-case basis with consideration given to the evidence provided, noting any decision regarding an extension is at the TLSAB's discretion.
- 7.6 Any request for professional training agreement registration prior to successful completion of the Graduate Diploma in Land Surveying must be made in writing outlining the reasons. Applications will be considered by the TLSAB on an individual case-by-case basis with consideration for the prevailing reasons given and cannot be progressed without the written consent of the TLSAB.
- 7.7 Where an agreement is entered into under Clause 7.6, the candidate must complete a minimum 12 months of training after obtaining the Diploma in Land Surveying before progressing to the examination stage, such training to be conducted in accordance with the Regulations.

The current template for the Professional Training Agreement is available at <https://tassurveyorsboard.org.au/downloads> or from the Executive Officer.

Candidates must ensure that any new PTA is submitted using the current template, and provide ALL supporting documents as stated in the PTA.

These agreements are in essence a contract between the candidate and Registered Land Surveyor and must be taken seriously by both parties.

Where a candidate changes employment and/or supervisor, and wishes to continue their candidacy a new PTA must be signed and submitted to the TLSAB, together with ALL supporting documents as stated in the PTA.

8. Pre-examination Surveys

The regulations require a candidate to submit a number of rural and urban pre-examination surveys for assessment prior to undertaking the rural and urban project examination surveys. These pre-examination surveys are submitted by a candidate to a TLSAB assigned mentor. Only upon successful completion of a minimum five pre-examinations which includes both rural and urban surveys, together with their assigned mentor providing documentation to confirm their successful completion, can a candidate proceed to their examinations for competency.

This requirement is designed for monitoring the development of a candidate's cadastral surveying skills and must be spread throughout the mentor period. The TLSAB strongly recommend a candidate's first pre-examination survey be submitted to their allocated mentor as soon as possible after commencement of their candidacy term to receive assessment feedback, an essential component of professional development. The surveys do not constitute examinations and should preferably be working jobs for which the candidate has had prime responsibility. These surveys will be assessed, rather than marked, for suitability for purpose, adequacy of boundary reinstatement and compliance with statutory requirements by a mentor land surveyor appointed by the TLSAB and any deficiencies discussed with the candidate.

The TLSAB recognise that there may occasionally be unusual circumstances that render it impractical for a candidate to comply with all or part of the specific provisions relating to the submission of pre-examination surveys. Where such circumstances do occur, a candidate may seek exemption from all or part of those requirements. That submission must, however, explain in detail the circumstances which specifically preclude compliance with normal requirements, and must provide detailed evidence of the actual cadastral work and experience which the candidate has obtained for consideration by TLSAB as an alternative to the prescribed requirements.

8.1 Rural Pre-examination Surveys

Two (2) rural boundary surveys must be submitted and, although not required to cover any minimum area of land, they should include at least one boundary located in bushland, and when taken together demonstrate the following:

- 8.1.1 the re-establishment of original Crown Grant boundaries and boundaries of surveys of registered lands; and
- 8.1.2 the establishment of a natural boundary; and
- 8.1.3 the establishment of occupied and unoccupied boundaries; and
- 8.1.4 connection to the GDA with coordinates documented in accordance with the Survey Directions.

8.2 Urban Pre-examination Surveys

Three (3) urban surveys must, and when taken together, include the following:

- 8.2.1 demonstrate the survey practice of surveying a boundary which is physically obstructed by a wall, building or similar structure; and
- 8.2.2 to transfer a portion of land in a title or deed requiring subdivision of land by a sealed plan under the *Local Government (Building & Miscellaneous Provisions) Act 1993*; and

- 8.2.3 replace a written description, or plan made from a written description, of land with a plan of survey to be registered under the Land Titles Act 1980; and
- 8.2.4 fulfil an additional purpose other than one referred to in 8.2.1, 8.2.2 or 8.2.3 (see Part C Section 10); and
- 8.2.5 connection to the GDA2020 with coordinates documented in accordance with the Directions.

8.3 Pre-examination Survey General Information

- 8.3.1 Upon registration of a PTA by the candidate, TLSAB will appoint a mentor to the candidate for the purpose of assessing and providing feedback on the candidate's pre-examination surveys.
- 8.3.2 The two rural and three urban surveys, together with the other information specified below, are to be submitted directly to the mentor, preferably evenly distributed over the period of the PTA. Candidates must ensure that pre-examination survey submissions contain all the information outlined in the guidelines. The mentor will only assess the surveys and discuss with the candidate any areas of perceived deficiency if all information outlined in this section is included.
- 8.3.3 Candidates must be mindful of submitting large quantities of documents to their mentor, and must consider the assembling and labelling of documents to identify:
 - Essential search that was considered
 - Search that may be relevant
 - Non-relevant search not used but still supplied to demonstrate the full search was obtained, reviewed, and considered
 - Marked up/highlighted copy of relevant search highlighting relations to what was looked for and considered, spatial relation to land under survey
 - Additional report if relevant being supplied to direct mentor on specific areas in the survey that have been undertaken to satisfy the various facets of the requirements of the pre-examination
- 8.3.4 A mentor may request additional reporting on large or complex surveys to clarify any components of a re-establishment deemed to require further explanation. The scope of the additional reporting is to be agreed between the mentor and the candidate.
- 8.3.5 Pre-examination survey submissions must include a hard copy of all the survey search material including any relevant survey control information, organised in some order of priority or other classification and “marked up” with highlighters or colours to indicate all evidence considered, searched for and measured.

- 8.3.6 Candidates must provide a separate report detailing the survey methodology and reinstatement decision process with all pre-exam survey submissions. That is, a standard reinstatement report in the survey notes does not fulfil this requirement and a separate report must be prepared. For examples of the information for inclusion in the report refer to the Examination Report discussion in section 11.5, noting that the report accompanying a pre-examination survey is not necessarily expected to be as comprehensive as an Examination Report.
- 8.3.7 There is no complexity requirement for pre-examination surveys, however candidates are encouraged to demonstrate their knowledge of pertinent reinstatement and property law considerations when making pre-examination survey selections or provide additional documentation or points of discussion that indicate this knowledge in the separate methodology report. There is an expectation that as pre-examinations progress, the complexity requirements of each survey will increase.
- 8.3.8 Pre-examination lodgements must include a copy of a completed Plan of Survey Checklist (available from <https://nre.tas.gov.au/land-tasmania/geospatial-infrastructure-surveying/cadastral-survey-standards/current-survey-policy-and-practice>) certified by the candidate that they have checked all aspects applicable to the particular survey.
- 8.3.9 Candidates are encouraged to take photographs of occupation and other relevant physical features during the field survey and include them with their submission in electronic or hard copy format. Photos must be appropriately referenced to enable easy identification and location of the subject matter (e.g., filename that includes reference to a point number in the case of a digital file or an index).
- 8.3.10 Candidates must advise the TLSAB Executive Officer in writing/email when a pre-examination survey is submitted to a mentor, outlining which elements in these guidelines the pre-examination survey addresses, and must arrange payment of the pre-examination submission fee.
- 8.3.11 Unless TLSAB has varied the requirements in a candidate's case, a candidate will not be allowed to sit examinations until all pre-examination surveys have been submitted and the mentor has certified that all requirements have been met. Nevertheless, a candidate may submit a proposal to TLSAB for the rural and urban projects and begin work on them prior to the finalisation of the pre-examination surveys.
- 8.3.12 Candidates are advised that a mentor may report to any or all of the supervisor, TLSAB or the Surveyor-General any concerns they have that a survey which is an actual working job undertaken in the course of the candidate's employment that has been lodged with a registering authority may not satisfy the minimum legal requirements of a cadastral survey. That is, there is no confidentiality aspect to the relationship between the candidate and the mentor that overrides the professional responsibilities of the mentor.
- 8.3.13 If a report is provided to the TLSAB expressing concern that an actual working job may not have fulfilled minimum legal requirements and met the required standards of a survey of land under the Act, the TLSAB may refer the survey to the Surveyor-General for consideration under section 23 of the Act

- 8.3.14 Where a pre-examination survey submitted is assessed by the mentor and the TLSAB as not meeting the required standards of a survey of land, the TLSAB may refuse to consider the submission as one of the required five pre-examinations and require the candidate to lodge another pre-examination survey and pay an additional pre-examination fee.
- 8.3.15 Where a candidate submits a pre-examination survey for mentor review and the survey has already been submitted to the registering authority, the candidate must provide the mentor with the initial registration submission together with full details of all corrections or amendments subsequently requested by the registering authority, together with the full final submission documents.
- 8.3.16 If a pre-examination survey has already been submitted to the registering authority, the candidate must submit to the mentor within 4 weeks of registration submission for the survey to be considered recent and in line with current practice. Where submission to the mentor occurs later than 4 weeks, the candidate may seek dispensation from the Board. The Board will consider such a request at its next normal meeting and consider the request on its merits.

9. Statements of Professional Development

- 9.1 Statements of Professional Development in the form approved by TLSAB (Form 1) are to be maintained by the candidate recording the type and quantum of experience gained during the period or professional practice training.
- 9.2 The certificates must be signed by both the candidate and the supervising surveyor and submitted to TLSAB as evidence of experience gained.
- 9.3 All experience gained in a reporting period must be shown, noting the segregation on Form 1 to show Cadastral experience as well as other types of Survey experience.
- 9.4 The period to be covered by each certificate is documented on the form, noting that experience must be specified in weeks.
- 9.5 Entries along each row and column must add up to the stated totals declared. The total weeks must correlate to the period stated in months.
- 9.6 Certificates are to be lodged within 28 days of the completion of a period of practical experience, that is the “to” date stated on the form. If this requirement is not met, a request for an exemption must accompany the form, noting that it is optional for the TLSAB to accept a form lodged under this circumstance.
- 9.7 If the candidate and supervising surveyor disagree with information recorded on a certificate, resulting in the refusal by either party to sign, a submission in writing setting out the basis of the disagreement must be lodged with TLSAB by the candidate within 28 days after the end of a period.
- 9.8 If, in the opinion of TLSAB, a period of professional practice is considered to have been unsatisfactory, TLSAB may refuse to accept all or part of that period of professional practice. Conversely, if in the opinion of TLSAB a period of disputed professional practice is considered satisfactory, TLSAB may accept it for the purpose notwithstanding the dispute between the candidate and supervisor.
- 9.9 A person may apply to TLSAB to be exempted from part or all the required professional practice experience if that person can demonstrate that he or she has had sufficient experience in relevant fields of survey practice.

PART C

This part deals with the requirements for the project examinations and the professional practice examination. candidates are reminded to refer to the *Surveyors Regulations 2014* before commencing work on them.

EXAMINATIONS FOR COMPETENCY

10. Types of Surveys

Candidates are required to develop an understanding of all the purposes for which surveys may be required to ensure that the objective in a particular survey is achieved.

Through the mentoring process for pre-examination surveys, it is anticipated candidates will have a clearer understanding of the requirements.

Surveys may be required to:

- support a voluntary application to bring land under the *Land Titles Act 1980*
- support an application for title based on possession
- transfer a portion of land in a title or deed necessitating subdivision by sealed plan under the *Local Government (Building & Miscellaneous Provisions) Act 1993*
- support acquisition by the Crown or a Local Government Authority
- re-establish the existing boundaries of a title
- amend a sealed plan
- facilitate the disposal of Crown land
- support a Strata Plan where the external title boundary is supported by a redefinition survey.

The TLSAB will not accept a simple boundary re-mark survey as a purpose for an examination survey.

11. General Submission Requirements

11.1 Proposed urban and rural examinations, inclusive of all requirements specified in these Guidelines, must be submitted directly to the TLSAB through the Executive Officer. Submissions must include a covering letter which refers to the requirements and outlines the purpose of the survey, referencing the search and criteria. A copy of the search and explanatory markups must be included.

11.2 A proposed examination survey must be submitted for TLSAB approval before an examination survey can be submitted for formal assessment and marking. Candidates will be advised of the TLSAB decision to approve or decline a proposed examination following the scheduled TSLAB meeting. Proposals must be received 3 weeks prior to the scheduled TLSAB meeting. Meeting dates are published at <https://tassurveyorsboard.org.au>

- 11.3 Candidates must undertake the rural and urban projects as actual production jobs, with no assistance from any person who is also a candidate or who has qualified in this or an equivalent examination. More particularly, the Registered Land Surveyor being the supervising surveyor must have no input into the survey until after it is lodged with TLSAB for assessment.
- 11.4 Legibility and presentation of plan and field notes, re-establishment methodology, and thoroughness of assessment of evidence will be considered in the assessment of the project surveys. Particular attention will be given to the form and presentation of the survey, as the requirements for a plan and survey notes can vary with the purpose. Survey techniques, collection of evidence and acceptability for registration will be prime considerations in the assessment.
- 11.5 An examination survey must include the following signed certification, required per section 17(2) of the Surveyors Regulations 2014, or it will not be accepted by the Executive Officer.

I, of
in Tasmania, a registered Tasmanian Land Surveyors Accreditation Board (TLSAB) candidate, HEREBY CERTIFY that: -

- a. this survey is based upon the best evidence that the nature of the case admits; and
- b. the survey notes and been truly complied from surveys made by me without supervision; and
- c. this survey and accompanying survey notes comply with the relevant legislation affecting surveys and are correct for the purpose required.

PROJECT EXAMINATIONS

12. General Requirements

- 12.1 The candidate must select the project survey with careful reference to Schedule 1 of the Regulations, noting that the degree of complexity of the survey will be taken into consideration in the assessment. A survey based substantially on old, fenced occupation, for example, will not generally be considered a suitable test for determining a candidate’s ability in the assessment of evidence. The surveys must present reasonable challenges in deciding between alternative solutions to reinstatement problems.
- 12.2 Field work must be completed personally by the candidate.
- 12.3 All equipment must be calibrated, and all survey work must comply with the Directions or in accordance with nationally accepted practices if not specified in the Directions. An exception to strict compliance with the Directions may occur when the survey is not an actual survey for lodgement with a registering authority. For example, corner marks must be such that they cannot be confused with marks of a registered survey and the candidate's survey notes must accurately describe the marks used. The accompanying Examination Report (see 12.5) must outline how the survey does not strictly comply with the Directions.

- 12.4 The purpose of the survey (e.g., sealed plan, application for adverse possession) and justification for the reinstatement adopted is required in the survey notes in accordance with the standard requirements of the Directions but a separate comprehensive Examination Report is also required.
- 12.5 The Examination Report must include a section about any survey pre-planning undertaken – for instance assessment of site constraints or key survey evidence for measurement and how this and other constraints e.g., equipment availability determined the plan for the execution of the survey. The report must fully document all evidence – survey and non-survey – found and considered, the implications of the facts disclosed by the evidence found, as well as fully outline the survey methodology used and the reinstatement decision process. For example, the report may include copies of historical aerial photography or other forms of non-survey evidence – such as newspaper articles or images from Google Street view or the Tasmanian Archives Office - accessed and considered. The discussion of the survey methodology must include justification as to why different equipment and techniques – GNSS or total station / scanning - were utilised, including details of why they were considered acceptable for complying with the measurement accuracy requirements of the Directions and the steps taken to verify compliance. The discussion on the reinstatement decision process must include alternative re-instatement solutions considered and the reasons, related back to the evidence found, for not adopting them. Legislative considerations deriving from the purpose of survey (for example, supporting an adverse possession claim) must also be outlined.
- 12.6 The candidate must submit hard copies of the Plan of Survey, appropriate approvals page and survey notes to the TLSAB Executive Officer. The submission must also include 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). Hard copies of any calculation or computation work sheets and the cadastral and geodetic search used in the survey project are also required. For example, a screen plot with annotations, photocopy of field notes, and/or worksheet may be included if the calculations and workings were recorded electronically. The final plan must be personally prepared by the candidate and is to be presented as if for registration in the Land Titles Office and complying with all legal requirements. If some aspects of this presentation are not possible to complete due to the fact the plan will not actually be lodged, the Examination Report (refer 12.5 and 12.6) is to include full details of the incomplete components. Photos must be appropriately referenced to enable easy identification and location of the subject matter (e.g., filename that includes reference to a point number in the case of a digital file or an index).
- 12.7 Electronic copies of the Plan of Survey, appropriate approvals page, survey notes, examination report and survey search, along with any CAD files of the survey and /or plan must be provided in addition to the hard copy submission. This can be via a drop box or similar document sharing link being emailed to the TLSAB Executive Officer.
- 12.8 The examinations may be progressively completed by the candidate or taken all at one time.

- 12.9 The TLSAB may submit the completed projects, together with all the original field records and calculations, to the Surveyor-General for examination, requisition and audit. The results of any investigation, requisition and audit by the Surveyor-General may be considered by the TLSAB in conjunction with the assessment and recommendation by the appointed examiner in determining whether the exam is deemed a pass or fail.

13. Rural Project Examination

To submit a project for examination, the candidate must:

- 13.1 be compliant with the professional practice experience requirements (see 5. above)
- 13.2 have submitted to TLSAB within the previous three years, two rural surveys and three urban surveys for mentoring purposes (see 8.1 and 8.2 above)
- 13.3 have submitted for prior approval by TLSAB the proposed rural project as suitable for examination purposes

The survey is to incorporate:

- 13.4 at least two boundaries reinstated from moderately complex previous surveys
- 13.5 a parcel partly bounded by a natural feature or an established road with at least 3 changes of direction
- 13.6 connection to the GDA with coordinates documented in accordance with the Survey Directions
- 13.7 a certificate in accordance with Schedule 3 of the Regulations, modified by the replacement of 'registered land surveyor' by 'a registered Tasmanian Land Surveyors Accreditation Board (TLSAB) candidate' and at (b) replacement of 'made by me or made under my supervision' with 'made by me without supervision'.
- 13.8 Although the submission should provide all the information required for the examination, this does not preclude the examiner requesting further clarification or information from the candidate.

14. Urban Project Examination

To submit a project for examination, the candidate must:

- 14.1 be compliant with the professional practice experience requirements (see 5. above).
- 14.2 have submitted to TLSAB within the previous three years, two rural surveys and three urban surveys for mentoring purposes (see 8.1 and 8.2 above).
- 14.3 have submitted for prior approval by TLSAB the proposed urban project as suitable for examination purposes.

The survey is to:

- 14.4 incorporate a parcel of urban land occupied by substantial buildings on or very near to at least one boundary
- 14.5 include connection to GDA2020 with coordinates documented in accordance with the Directions
- 14.6 include the measurement of at least two boundaries or connection lines, each of which is at least 70 metres long, using EDM or GPS (or other technology approved by the examiner), and which is check-measured by using an alternative technology

- 14.7 include a certificate in accordance with Schedule 3 of the Regulations, modified by the replacement of 'registered land surveyor' by 'a registered Tasmanian Land Surveyors Accreditation Board (TLSAB) candidate' and at (b) replacement of 'made by me or made under my supervision' with 'made by me without supervision'.
- 14.8 include within the report an analysis of the differences obtained in the dual measurements per 14.6 above, including the means of tracing the surveyed distances to the National Standard of Length.
- 14.9 Although the submission should provide all the information required for the examination, this does not preclude the examiner requesting further clarification or information from the candidate.

15. Guide to Scope of Project Examinations

The following headings indicate the scope of survey practice that examiners will consider, and the breadth of information they will report to the TLSAB.

15.1 Urban and Rural Projects

15.1.1 Document search

The cadastral search acquired by the candidate and supplied to the examiner must be complete in respect of the boundaries being redefined.

15.1.2 Purpose of survey

The candidate must exhibit a clear understanding of the purpose for which the survey is being made. The survey notes and report accompanying the survey must reflect that purpose, e.g., an application for possessory title must include appropriate evidence supporting the application.

15.1.3 Plan and survey notes

The plan must be factually correct and meet the requirements of the registering authority in terms of drafting standard, format and information requirements. The survey notes must be complete in terms of the information required by the Directions to be documented and meet the drafting standards of the registering authority.

Candidates must note the [Plan Registration Information](https://nre.tas.gov.au/land-tasmania/land-titles-office/plan-documentation/plan-registration-information) available at <https://nre.tas.gov.au/land-tasmania/land-titles-office/plan-documentation/plan-registration-information>

15.1.4 Coordination

The connection to the state geodetic network must 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.

15.1.5 Reinstatement of boundaries

The examiner must be satisfied that the candidate has collected all the relevant information and applied the established priority of evidence correctly in reinstating the boundaries or *“Where a land surveyor’s boundary reinstatement decisions deviate from this hierarchy, the facts and reasoning must be clearly reported in the survey notes.”* (Directions 3.2.2.4.). Conflicts between evidence must be documented in the survey notes and their treatment explained in the survey notes or report.

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

The survey technology employed must be suitable to achieve the accuracy specifications set in the Directions.

14.2 Urban Project Only

14.2.1 Analysis of comparisons of lines measured by two methods

The candidate must 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.

14.2.2 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.

16. Professional Practice Examination

The Professional Practice Examination is an oral examination to determine the candidate’s depth of knowledge, skills and understanding of the practice of surveying, and to test and ensure a candidate’s competency to enter practice as a Registered Land Surveyor.

To justify the award of a Certificate of Competency candidates are required to demonstrate a depth of knowledge, understanding and ability of survey practice in Units 2 to 6 of the National Competency Standard for Registered Licensed Cadastral Land Surveyors affiliated with the Council of Reciprocating Surveyors Boards of Australia and New Zealand.

Detailed questions on any aspect of professional and survey practice – including legislation, common law and standards pertaining to cadastral surveying and land development – may be asked and the answers discussed, with a view to assessing the candidate’s capacity to professionally manage problems commonly encountered in practice.

The examination will take approximately one to two hours and will be conducted by at least two senior members of the profession.

The Professional Practice Examination requires the prior passing of the Rural and Urban projects for examination per 13. and 14. above and will be scheduled by TLSAB following application by the candidate and payment of the prescribed fee.

An application for this examination can be refused if the project examinations are sub-standard.

The result of the Professional Practice Examination will be withheld until a candidate has passed both the Urban and Rural project examinations.

PART D

This part deals with the administrative matters related to an assessment for competency.

ADMINISTRATIVE MATTERS

17. Fees

The TLSAB Schedule of Fees are updated annually and published on the Tasmanian Land Surveyors Accreditation Board website (see downloads) <https://tassurveyorsboard.org.au>.

17.1 Application for Registration as a candidate and Registration of a Professional Training Agreement

All applications for Registration as a candidate and Registration of a Professional Training Agreement are to be forwarded to the Executive Officer. Upon acceptance by the TLSAB, the application and registration will be confirmed, and the candidate will be issued with an invoice for payment.

17.2 Submission of Pre-Examination Surveys

Upon submission of a Pre-Examination Survey to a mentor, the candidate must email the Executive Officer, advising of the submission type (Urban/Rural) and the number of the submission. An invoice will be issued for payment.

17.3 Application for Examinations

All approval requests for Urban and Rural Examination proposals must be forwarded to the Executive Officer. Following acceptance by the TLSAB that the proposed survey meets the examination requirements, the candidate will be invoiced on submission of the Project Examination. The invoice will include payment remittance details.

Please note invoices are issued with 14-day payment terms and will be forwarded to the candidate's provided email address. Please reference payments with your surname and invoice number.

18. Candidate Information

Candidates have an obligation to keep their information and contact details provided to the TLSAB up to date. Please notify the Executive Officer (eo@istas.asn.au) of any changes.

19. Clarification of Role of Candidate Liaison Officer (CLO)

The CLO is employed by the Board to work in conjunction with the Executive Officer to administer the TLSAB candidate accreditation process. That is, the CLO is acting on behalf of the TLSAB, not the candidate.

Specifically, the CLO is required to supervise the survey specific components of that process, undertaking a range of administrative tasks including reviewing PTA's and exam proposals and providing recommendations to the Board, allocating mentors and examiners, and assisting with candidate progress reviews.

Please note that the CLO does not receive exam submissions or payments, and these submissions or enquiries must be made to the Executive Officer.

20. Certificate of Competency

Following a candidate's successful completion of the examination process, TLSAB will issue a Certificate of Competency certifying that the candidate has fulfilled the educational and practice requirements for registration as a land surveyor. This means that TLSAB is satisfied that the candidate has:

- 20.1 been granted a suitable degree in surveying by the University of Tasmania or holds an alternative qualification acceptable to TLSAB
- 20.2 gained the required professional practice and completed the specified pre-examination surveys
- 20.3 passed the Rural and Urban Project Examinations
- 20.4 passed the Professional Practice Oral Examination, and
- 20.5 paid the prescribed fees.

21. Registration

When a candidate has been issued with a Certificate of Competency, they are eligible to apply to become a Registered Land Surveyor in accordance with the provisions of the *Surveyors Act 2002*, and thereby being entitled to undertake cadastral surveys in Tasmania.

The application must be in accordance with section 16 of the Regulations, being on the form specified by the Surveyor General, accompanied with evidence of the relevant qualifications and the annual registration fee.

The application form and details are available from <https://nre.tas.gov.au/land-tasmania/geospatial-infrastructure-surveying/surveying-services/surveyor-registration>
Registration thereafter is an annual requirement.

All correspondence, lodgement of applications and requests for information concerning registration must be addressed to Office of the Surveyor General, GPO Box 44, Hobart 7001, or email to osg@nre.tas.gov.au

22. TLSAB Contact

All inquiries with regards to competency accreditation, examination submissions or payments are to be forwarded in the first instance to:

Executive Officer
Institute of Surveyors Tasmania
PO Box 664
NORTH HOBART TAS 7002

Email: eo@istas.asn.au