



Tasmanian Land Surveyors Accreditation Board

GUIDELINES FOR EXAMINERS

in the examination of Urban and Rural Survey Projects submitted by
Candidates Seeking a Certificate of Competency Leading to Registration
Under the *Surveyors Act 2002*.

Updated September 2024

1. Preamble

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.

The TLSAB publishes Guidelines to assist candidates, examiners and mentors; these are:

- [Guidelines for Candidates Seeking a Certificate of Competency Leading to Registration Under the Surveyors Act 2002](#)
- [Guidelines for Mentors](#)
- **[Guidelines for Examiners \(this document\)](#)**.

The TLSAB also publishes a [Professional Training Agreement](#) (PTA) that is completed by each candidate and their supervising surveyors and that specifies an agreed training program.

These documents are published to <https://tassurveyorsboard.org.au>

Please refer to the *Surveyors Regulations 2014* for detailed descriptions of the requirements of the legislation. Refer to the TLSAB Guidelines listed above for the role and responsibilities of candidates and examiners. Refer to the PTA for details of how a training program is specified, the roles and responsibilities of the supervisor and the candidate, and the way in which a candidate's progress and achievement of competencies is reported to the Board

This document (Guidelines for Examiners) provides Guidelines for registered surveyors appointed by the TLSAB as Examiners for Candidate Urban and Rural Project Examinations.

2. Pre-Examination Requirements

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 (2) and urban (3) surveys, together with their assigned mentor providing documentation to confirm their successful completion, can a candidate proceed to their examinations for competency.

3. Project Examinations

Candidate requirements for urban and rural project examinations are outlined in **Part C of the Guidelines for Candidates**.

Project examinations submitted by the candidate are subject to a full examination and written report by the examiner appointed by the TLSAB. Pre-examination mentoring and Project examination for a particular candidate will not 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 by the candidate to the TLSAB for approval prior to execution. This ensures that the survey project will meet the requirements of the Regulations.

3.2 Field Inspection

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 examiner. 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 upon request through the Executive Officer.

3.3 Candidate's Submission

The submission requirements for candidates are outlined in the Guidelines for Candidates.

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. The report should include photos (site detail and historic evidence) and/or images (e.g. aerial photography) of relevant detail to assist with review. The photos should be uniquely identified (file name or labelling) to enable the captured features to be readily identified within the survey.

The report must also include evidence of consideration of common law precedents that justify the adopted reinstatement decisions by providing supporting extracts from case law findings and judgements. All information provided must be appropriately referenced [following the UTAS Harvard Referencing Guide: UTAS Harvard \(libguides.com\)](#)]

Examination lodgements must include a copy of a completed Plan of Survey Check List (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.

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.

Examiner requests for additional information to be provided by the candidate must be made through the Executive Officer (eo@istas.asn.au).

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.

Purpose of Survey

The candidate must 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, e.g. 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 *Survey Directions, Tasmania*, to be documented and meet the drafting standards of the registering authority.

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 *Survey Directions, Tasmania*. The coordinate calculations must be satisfactorily completed and the coordinate accuracy estimates be realistic.

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.” (*Survey Directions, Tasmania* 3.2.2.4.). Conflicts between evidence must be documented in the survey notes and their treatment explained in the survey notes or report.

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 *Survey Directions, Tasmania*.

3.4.2 Urban Survey Project only

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.

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 *Survey Directions, Tasmania*.

3.5 Recommendation

A recommendation should be made informing the Board as to whether the survey is suitable for lodgement with the registering authority, 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.

3.6 Provision of Examiners Report to the Candidate

Deidentified Examination Reports may be provided to candidates when advising of an examination result. The deidentification will include the removal of the examiners name or identifying information, and the final recommendation. The provision of Examination Reports is considered by the Board to be beneficial to a candidate’s professional development.

Reports are released on the basis that *“Examiners reports are the opinion of the Examiner and reflect the opinion and findings of each individual exam. In making the final examination determination, the Board will consider the full candidate examination submission in conjunction with the comments and recommendations of the Examiner.”*

Should an examiner have any concerns regarding a report being made available, please advise on appointment.

Example Examination Report Template

[Date]

Tasmanian Land Surveyors Accreditation Board

PO BOX 664

North Hobart TAS 7002

Via email tlsab@istas.asn.au or eo@istas.asn.au

Urban/Rural Survey Project Examination - Candidate Name

- Examination undertaken by: (Registered Land Surveyor), (Date)
- Document Search:
- Purpose of Survey:
- Plan of Survey:
- Survey Notes:
- Points to consider:
- Coordination
- Reinstatement of Boundaries
- Appropriate use of Survey Technology Use and stated Linkage to National Standard of Length:
- Recommendation

Kind Regards,

Registered Land Surveyor (signed)

Attach any plans of note for reference