



DETERMINATIONS

- **Surveyor's Assistant**
- **Survey Drafter**
- **Student of Surveying**
- **Recognised Qualification**
- **Board's Examination Part A – Land Surveying Projects**

BOARD OF SURVEYING & SPATIAL INFORMATION

February 2009

In accordance with the Surveying Regulation 2006, Division 2, 75(1), the Board makes the following Determinations:

1. Surveyor's Assistant

Under the Surveying Act 2002 and the Surveying Regulations 2006, a **Surveyor's Assistant** means a person:

- (a) enrolled in a course of studies leading towards a "Recognised Qualification" as determined by the Board and who has two years' practical experience acceptable to the Board, or
- (b) is the holder of a technical qualification in land surveying to level 3 diploma as accepted by the Board and who has three years' practical experience acceptable to the Board in land surveying since completion of that course of study, or
- (c) who has at least 10 years' practical experience in surveying acceptable to the Board.

All of whom carry out land surveys under the general supervision of a Registered Land Surveyor who takes responsibility for their work..

2. Survey Drafter

A **Survey Drafter** means a person who has such abilities and experience as the Board considers appropriate to qualify the person as a survey drafter.

3. Student of Surveying

A **Student of Surveying** means a person who is enrolled in a course of studies that leads to a recognised qualification as determined by the Board.

**4. Recognised Qualifications
Part A – Land Surveyors**

A "**recognised qualification**" is a four year University degree equivalent to the Bachelor of Surveying at The University of Newcastle or the Bachelor of Engineering in Surveying & Spatial Information Systems at The University of New South Wales.

For the purpose of a "recognized qualification" such a degree program must be approved by the Board of Surveying and Spatial Information from time to time.

5. Determination of the Board – Board’s Examination – Part A Land Surveying - Projects

1 Enrolment as a Candidate

- (1) A person is entitled to be enrolled as a Candidate for the purpose of obtaining a Certificate of Competency if the person:
 - (a) is enrolled in a course of studies leading towards a recognised qualification, and has completed 50% of the units specified for achieving that recognised qualification, or equivalent, or
 - (b) is the holder of a recognised qualification, and
 - (c) is supervised by a Registered Land Surveyor.
- (2) An application for enrolment as a Candidate must:
 - (a) be in writing, and
 - (b) be accompanied by evidence that the applicant is entitled to be so enrolled, and
 - (c) be accompanied by the appropriate fee and
 - (d) be lodged with the Board.
- (3) If the Board is satisfied that an applicant for enrolment as a Candidate is entitled to be so enrolled, the Registrar must enrol the applicant as a Candidate.
- (4) A Candidate must before the month of July in each year pay to the Registrar the annual enrolment fee.
- (5) If a Candidate fails to pay the annual enrolment fee before or in the month of July in any year, the Board may remove the Candidate's name from the roll of Candidates.

2 Entitlement to certificate of competency

- (1) A person is entitled to be granted a certificate of competency if the person:
 - (a) is the holder of a recognised qualification, and
 - (b) is a Candidate, and
 - (c) obtains the required practical experience, and
 - (d) passes the prescribed examinations and/or completes a Recognised Professional Training Agreement.
- (2) A certificate of competency is to be in the approved form and is to be given under the seal of the Board.

3 Candidate practical experience

- (1) A candidate will obtain the required practical experience if the Board determines, in accordance with this paragraph, that:
 - (a) the person has been employed as a Candidate for a period of, or for periods totalling, not less than 104 working weeks, and
 - (b) while so employed the person has obtained practical experience (under the supervision of registered land surveyor/s) in the conduct of land boundary surveys for a period of, or for periods totalling, not less than 52 working weeks.
- (2) For the purpose of making a determination under this paragraph about a person, the Board:
 - (a) must take into account any determination made by it under paragraph 8(1) about the person, and
 - (b) may take into account any practical experience in surveying obtained by the person:
 - (i) whether that experience has been obtained in New South Wales or elsewhere, and
 - (ii) whether or not that experience has been obtained while the person has been enrolled as a Candidate.

4 Entitlement to sit for examination

A person is entitled to sit for the examination if the person:

- (a) is enrolled with the Board as a Candidate, and
- (b) has satisfactorily completed a recognised qualification or equivalent, and
- (c) has obtained at least 26 working weeks of recognised practical experience together with the specific requirements for each particular examination.

5 Application to sit for examination

- (1) An application to sit for the prescribed examination must:

- (a) be in writing, and
- (b) be accompanied by:
 - (i) evidence that the Candidate has satisfactorily completed a recognised qualification, or equivalent, and
 - (ii) evidence that the Candidate has obtained at least 26 working weeks of recognised practical experience, and/or any specific requirements for a particular examination, and
 - (iii) the fee prescribed in Schedule 6 of the Regulation, and
- (c) be lodged with the Board on or before the closing date specified for applications to sit for the examination.

6 Determination of application to sit for examination

- (1) If the Board is satisfied that a Candidate is entitled to sit for the prescribed examination, the Board:
 - (a) must permit the Candidate to sit for the examination, and
 - (b) must cause the Candidate to be given written notice, in person or by post, of that fact, and
 - (c) must specify in that notice a date for the conduct of the examination on which the Candidate must present the applicant's approved projects to the Board.
- (2) If the Board is not satisfied that a Candidate is entitled to sit for the prescribed examination, the Board:
 - (a) must not permit the Candidate to sit for the examination, and
 - (b) must cause the Candidate to be given written notice, in person or by post, of that fact, and
 - (c) must cause any fee paid by the Candidate under paragraph 5 (1) (b) (iii) to be refunded.
- (3) If a Candidate gives written notice to the Board that the Candidate intends to withdraw from the prescribed examination, the Board may cause any fee paid by the Candidate under paragraph 5 (1) (b) (iii) to be refunded.

7 Candidate to give notice of Recognised Practical Experience

- (1) A Candidate must, not later than 3 months after the expiration of:

- (a) the period of 12 months immediately following the enrolment as a Candidate, and
 - (b) each subsequent period of 12 months, furnish to the Board a notice that specifies the practical experience in surveying obtained by the Candidate during the period concerned.
- (2) A notice referred to in this paragraph must:
- (a) be in the approved form, and
 - (b) be duly signed by:
 - (i) the Candidate furnishing the notice, and
 - (ii) the Registered Land Surveyor under whose supervision the Candidate has obtained the practical experience specified in the notice,
- in accordance with the directions (if any) appearing on the form.

8 Annual determinations of Recognised Practical Experience obtained by a Candidate

- (1) On receipt from a Candidate of a notice referred to in paragraph 7, the Board must, in respect of the period of 12 months to which the notice relates, determine the following matters:
- (a) the length of time for which it is satisfied that the Candidate has, during that period, obtained recognised practical experience in the various examination areas,
- (2) For the purpose of making a determination under this paragraph about a Candidate, the Board:
- (a) may ignore any single period of practical experience of less than 4 weeks' duration, and
- (3) If the Board makes a determination under this paragraph about a Candidate, the Registrar must cause the Candidate to be given notice, personally or by post, of the Board's determination.
- (4) A notice referred to in this paragraph must be in the approved form.

9 Prescribed examination

The prescribed examination for a Candidate will include the following:

- (a) completion of the approved Projects, wherein the work displayed must comply with current legislation
- (b) the approved projects must be current to within 2 years. (If the project is outside this time limit steps must be taken to ensure the project reflects current legislation.)
- (c) an oral test to demonstrate competency in each of the approved Projects.

10 Approved projects

- (1) The approved projects consist of:
 - (a) rural, urban and strata boundary definition [see subparagraph (2)],
 - (b) design of engineering works [see subparagraph (3)],
 - (c) town planning [see subparagraph (4)].
- (2) The **rural, urban and strata boundary definition project** shall consist of the following:
 - (a) a work portfolio which demonstrates knowledge and competency in urban and rural subdivision, redefinition of boundaries, identification surveys and the rights and interest in land. In order to demonstrate competence, the candidate's urban and rural survey/s shall require two existing plans of survey to redefine at least one boundary. In the rural survey/s there must be the definition of a boundary from either an irregular road, a watercourse, a seashore or a tidal inlet. In the urban survey/s one boundary must have buildings so positioned that the boundary can only be established by indirect methods. For strata, the Candidate needs to demonstrate an understanding of basic concepts, encroachments, limits of lots, parking areas, easements, plan drawing standards and unit entitlement as well as some knowledge of community plans..

The work portfolio will comprise at least:

- a survey plan of rural land
 - a survey of urban land
 - an identification survey
 - a strata survey
- (b) a specific requirement is that a candidate for the rural, urban and strata project will have obtained at least **52 weeks** cadastral experience comprising rural, urban and strata surveys.
 - (c) The oral examination for the rural, urban and strata boundary definition project shall consist of three (3) separate examinations.

(3) **The engineering design project** shall consist of:

- (a) either a road, railway or other major structures that include stormwater design aspects and the preparation of detailed construction drawings in accordance with a recognised construction specification of Local Government or other appropriate authorities. In addition to the construction plans, the Candidate shall provide documentation for tendering purposes that includes the Bill of Quantities, Construction Specification, General Conditions of Contract and Special Conditions that will apply to the project.

The Candidate will be required through the documentation for the project and the oral examination to demonstrate an understanding of design techniques, preparation of construction plans, the content of the tender documents and general supervision principles that relate to the construction and administration of the contract.

(4) The **town planning** project shall comprise:

- (a) a proposal for a significantly large development in an urban or rural area which meets the provisions of any relevant planning instruments and other planning requirements. Documentation of the project will comprise the development proposal, an associated statement of environmental effects and a duly completed application form which would normally be completed to seek consent to the proposal. The Candidate will be required through the documentation for the project and the oral examination to demonstrate that they have an understanding of the planning legislation relevant to the proposal. The Candidate will also demonstrate that the proposal appropriately addresses the natural and man-made attributes of the site and reflects current commercial and social expectations for such a proposal.

11 Conduct of examination

- (1) On the date or dates appointed by the Board for the conduct of the prescribed examination, the Board is to cause to be examined each Candidate who attends the examination and whom the Board has permitted to sit for the examination.
- (2) The Board may conduct the examination in such manner as it thinks fit.

12 Competency

- (1) A Candidate is accredited with a prescribed examination if the Candidate reaches the level of competency as determined by the Board. In situations where the competency of the Candidate as judged by the Board requires a small amount of improvement, the Board may advise the Candidate of extra work to be undertaken to meet its standards outside the normal examination period.