



Surveyors Registration Board of Victoria

Guidelines for Examinations and Projects

Professional Training Agreement

Surveying Act 2004

**Surveyors Registration Board of Victoria
1 July 2009**



Surveyors Registration Board of Victoria

REVISION HISTORY

Commencement Date	Summary of Revisions	Section
1 August 2008	Inclusion of additional information to clarify criteria for cadastral projects.	3
1 December 2008	Clarifies requirement that cadastral projects “ must ” be based on field work which is not more than two (2) years old.	3 (3 rd dot point)
1 December 2008	Clarifies criteria for the survey site in the Rural Cadastral Project.	3.1
1 December 2008	Clarifies the characteristics that the rural cadastral survey must include.	3.1
1 July 2009	All projects to be presented in A4 size folders (A3 size folders are not to be used).	2.3, 3.3.6 & 4.2
1 July 2009	Inclusion of the requirement for graduate surveyors to obtain pre-approval from the Board on any proposed site for the Rural Cadastral Project.	3.1
1 July 2009	Clarifies that appropriate independent checks must be included in the survey methodology adopted for the determination of the irregular road/strip of land/ watercourse that partly bounds the survey site in the Rural Cadastral Project.	3.1
1 July 2009	Clarifies characteristics of the rural cadastral survey ie. the determination of old Crown boundaries (omit “where evidence remains”).	3.1
1 July 2009	Clarifies criteria for the Urban Cadastral Project.	3.2
1 July 2009	Inclusion of “Procedures for Examining Urban and Rural Cadastral Projects”	Appendix 3



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APPENDIX 1: Form 5 – Application for Examination

APPENDIX 2: Coversheet for Projects

APPENDIX 3: Procedures for Examining Urban and Rural Cadastral Projects



1. GENERAL INSTRUCTIONS

To successfully pass the examinations and projects associated with a Professional Training Agreement, Graduate Surveyors are required to be familiar with the provisions and requirements of the relevant acts and regulations relating to planning, surveying, subdivision, sale and transfer of land, for both freehold and Crown parcels. In addition, knowledge of Surveyor-General Practice Directives and pertinent chapters of the Survey Practice Handbook, provide important reference information for Graduate Surveyors.

The **practical** projects demonstrate that many of the competencies as listed in Appendix 1 of the Professional Training Agreement have been attained. Professional standards are to be demonstrated in all aspects of submitted practical projects.

Projects are to be submitted to the Board within **3 years** of the commencement date of the Professional Training Agreement along with a **Form 5 – ‘Application for Examination’** (Appendix 1) and the relevant fee prescribed in the *Surveying (Registration Fees) Regulations 2005*. These documents may be downloaded from the Board’s website. All correspondence and submissions are to be sent to:

Professional Training Officer
Surveyors Registration Board of Victoria
Level 17, 570 Bourke Street
MELBOURNE VIC 3000
Telephone: (03) 8636 2555
Facsimile: (03) 8636 2589
Email: info@surveyorsboard.vic.gov.au
Web: www.surveyorsboard.vic.gov.au

1.1 **Coversheet**

Each project must have a standard **Coversheet** (Appendix 2). The coversheet, with the required details, is to be signed by the Graduate Surveyor and counter-signed by the Supervising Surveyor after he/she has checked and discussed the work with the Graduate Surveyor.

The counter-signature certifies that the Supervising Surveyor has ensured that:

- appropriate supervision of the project has been undertaken;
- the project is prepared and presented in a professional manner; and
- the Graduate Surveyor has satisfied the requirements of the project.

1.2 **Project Requisitions**

Requisitions from Examiners/Moderators must be attended to within two (2) months of notification and submitted to the Board within this timeframe, otherwise the Project will result in a FAIL. Answers to requisitions are to be certified by the Graduate Surveyor as their own work and counter-signed by the Supervising Surveyor.



2. CADASTRAL LAW PROJECT

The Cadastral Law Project is a hypothetical land development proposal designed to demonstrate a Graduate Surveyor's complete knowledge of the application of cadastral surveying legislation as it affects land ownership rights, encumbrances and associated dealings, together with the ability to provide professional advice to a client. The project is usually set annually by the Board.

The Graduate Surveyor receives the project upon request to the Board and has six (6) months from the date of receipt to submit the completed project for examination. The project submission will be in the form of a report to a client listing the options available, and detailing the recommended actions and associated risks. The report may also require sample plans to aid explanation.

The Cadastral Law project may be undertaken as a university degree major project and assessed according to academic requirements. The student must ensure that their project is not available to other students who may also intend to submit the project. Where a Graduate Surveyor subsequently enters into a Training Agreement, the project may be submitted to the Board up to 2 years after his/her graduation from university, despite it not being the current project at the time of submission to the Board. Graduate Surveyors should update the project with input/review by the Supervising Surveyor to ensure it satisfies Board requirements prior to submission and present it in accordance with **2.3** below.

2.1 *Outline of Project*

- The project should be limited to approximately 5,000 words.
- The project will be based on a hypothetical land development. Any illustration of the proposed development should be on standard plan formats. The diagrams may be produced by hand or CAD and do not require computed dimensions except if specifically requested. The Graduate Surveyor's competency to produce formal subdivision plans is assessed as part of the rural and urban projects.
- The planning and subdivisional process for the project should be addressed in a flow chart format with additional explanatory text rather than a lengthy written description.
- The Graduate Surveyor is required to demonstrate knowledge and application of the appropriate statutory provisions.
- Graduate Surveyors are encouraged to use Acts, Regulations and other reference material to assist with the project.
- The project should cite the relevant sections of legislation but not reproduce full text of legislation.
- Graduate Surveyors are not permitted to discuss the project with other Graduate Surveyors but may consult their Supervising Surveyor or other licensed surveyors to clarify matters of principle.



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- Graduate Surveyors are entitled to make logical assumptions based on the case information provided such assumptions are stated in the report. It may also be assumed that they have undertaken an inspection of the property and completed preliminary discussions with the client.

2.2 **Report**

- The report should be of a professional standard able to be clearly understood by clients.
- The report should include sufficient sketch plans or diagrams to illustrate the option(s) presented in the report.
- There may be a number of alternatives available to resolve a situation. If so, these shall be listed but only details with appropriate explanations supplied for the recommended option(s).
- The report should refer to relevant sections of Acts, Regulations, and to any other reference material that may be appropriate.
- The report shall include a listing of the documents which would be prepared by the surveyor and indicate the probable extent of the cadastral survey to be undertaken.

2.3 **Presentation**

The project should be presented in an A4 size folder and include:

- A **Form 5 – 'Application for Examination'** and the prescribed fee.
- Coversheet for Projects signed by both the Graduate Surveyor and Supervising Surveyor.

3. **CADASTRAL PROJECTS**

Graduate Surveyors are required to submit one supervised Rural Cadastral Survey and one supervised Urban Cadastral Survey.

- It is desirable that both urban and rural projects have an MGA connection and mandatory that at least one project be connected to MGA. This **must** be indicated on the relevant project checklist that **must** be submitted together with the project when presenting it to the Board for examination.
- It is fundamentally important that the project meets the criteria for the Cadastral Projects or prior consent has been obtained from the Board if it does not.
- The project **must** be based on field work which is not more than two (2) years old (unless exceptional circumstances can be demonstrated and prior consent is obtained from the Board).
- Candidates need to demonstrate an understanding of traditional field traversing and checking techniques.



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- Field cards need to be prepared in the traditional manner, recording all field observations including independent checks, whether the data has been recorded in conventional or electronic form.
- A comprehensive paper worksheet must be provided, regardless of whether the candidate has used a software package for computation purposes. The worksheet must provide the examiner with all the information necessary to verify the candidate's adoptions.
- Plans of Survey must be drafted in accordance with the examples in the Survey Practice Handbook.
- Abstract of Field Records must be drafted in accordance with the Survey Practice Handbook and Surveyor-General Practice Directives 2007. Drafting Field Records with a CAD package does not negate the requirement to adhere to convention.

3.1 Rural Cadastral Project

Graduate Surveyors must obtain pre-approval from the Board on any proposed site for the Rural Cadastral Project. The request for pre-approval must include:

- a statement as to how the site meets the criteria;
- a copy of the Certificate of Title;
- a copy of the map base showing survey information in the area; and
- any other relevant information to aid in the assessment.

The project should demonstrate a Graduate Surveyor's competence to undertake rural cadastral surveys with a significant degree of difficulty.

The survey site shall:

- be located in a rural environment;
- be a minimum area of 10 hectares; and
- be bounded in part by an irregular road or other irregular strip of land having at least three substantial changes in bearing; or an irregular watercourse or other similar feature. For its determination, the survey methodology adopted must include appropriate independent checks.



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The survey must display an acceptable level of complexity, which should include two or more of the following characteristics:

- The need to utilise the Property Law Act 1958.
- The determination of old Crown boundaries.
- Crown boundary adoptions/apportionment of excess.
- The comparison of the current position of a watercourse compared to title.
- A rural area where there has been little or no recent survey activity.

A survey site of less than 10 hectares may be accepted subject to prior written consent from the Board.

3.2 Urban Cadastral Project

The survey shall be of a site where at least one boundary may be obstructed by buildings/walls or other obstruction so that it is not possible to make direct measurements along it.

The project should demonstrate competence to undertake urban surveys with a significant degree of difficulty characterised by one or more of the following:

- incompatible titles
- necessity for amendment
- adverse possession
- general law land
- other characteristics of urban cadastral surveys in developed areas

NB: The Urban Project should be in an area where there has been little or no recent survey activity. The exception to this would be in the situation where that survey, or those surveys, demonstrate(s) conflicting adoptions resulting in an Urban Cadastral Project of increased difficulty.

Where an obstructed boundary is a party wall then it is compulsory that the candidate enters the adjoining property to obtain measurements that check the bearing and width of that wall.

3.3 Cadastral Survey Requirements

The Graduate Surveyor is to complete all elements of a Cadastral Survey which is to include as a minimum:

- *Original field cards or book of survey work and searching information*
- *Computations, work sheets and adoption of alignments and boundaries*
- *Abstract of Field Records*
- *Surveyor's Report*
- *Plan*



3.3.1 Original Field Records

- Original field records/cards/data records (i.e.: those actually recorded in the field at the time of survey) should be submitted. In exceptional circumstances the Board will accept certified photocopies of the originals providing a satisfactory reason is given for non-production of the originals.
- Field records/cards/data records shall comply with all relevant regulations, in particular Regulation 12 of the *Surveying (Cadastral Surveys) Regulations 2005*. Graduate Surveyors must ensure the field records/cards/data records clearly record their involvement in the field survey.
- If multiple pages of records are submitted, an index shall be supplied and pages cross-referenced with date of survey commencement and completion.

3.3.2 Computations

- Copies of computations, other than by computer software, shall be submitted where appropriate and include checks.
- A cadastral survey work sheet shall be submitted which indicates title comparisons, the methodology of determining the cadastral datum and adoptions of boundaries. The method of determining the requirements of adjoining titles should be indicated, particularly where such titles are not part of the same subdivision.
- If computations are undertaken using computer software with minimal use of work sheets, then a quality assurance check list, or the alternative method used to verify the assessment, adjustment and correctness of the information on the abstract of field records should be submitted.

3.3.3 Abstract of Field Records

- Abstracts of field records are to be prepared in accordance with examples in the Surveyor-General's Practice Directives. The appropriate certification as required by the *Surveying (Cadastral Surveys) Regulations 2005* shall be shown on documents; however these should not be signed.

3.3.4 Surveyor's Report

- A report conforming to statutory requirements must be submitted. Graduate Surveyors should refer to the Surveyor-General's Practice Directives and note the examples in the Survey Practice Handbook Part 2 Section 7.10, in particular the sections relating to reasons for the adoption of the datum, alignments, boundaries and connection shown on the plan.



3.3.5 Plans

- The plan must be a Plan of Survey showing occupation (description and offsets to title boundary) and connections to PCM's, PM's and reference marks.
- Plans are to be prepared in accordance with examples in the Survey Practice Handbook. The appropriate certification as required by the *Surveying (Cadastral Surveys) Regulations 2005* shall be shown on documents; however these should not be signed.

3.3.6 Presentation

The project should be presented in an A4 size folder and include:

- A **Form 5 – 'Application for Examination'** and the prescribed fee.
- Coversheet for Projects certified by both the Graduate Surveyor and Supervising Surveyor.
- A copy of the Folio of the Register (Title) and Survey Information utilised

4. PROFESSIONAL ASSESSMENT PROJECT (PAP)

4.1 Outline of Project

The intention of this project is for Graduate Surveyors to demonstrate their level of competence and professionalism in managing the phases of the subdivision process for an actual client. The project compilation should demonstrate the Graduate Surveyor's practical application of relevant legislation and regulations.

The PAP is based on an urban or rural subdivision and is intended to be a compilation of correspondence and other relevant records from the initial client instruction, dealings with Local Government and Referral Authorities, through to lodgement in Land Registry. The project should take the form of a correspondence file in chronological order and also include such things as file notes, telephone memos, email printouts, etc. A summary explanation of the stages of the particular project should be supplied.

It is not necessary to submit a project subject to significant planning barriers/issues. Graduate Surveyors are encouraged to select a subdivision project that is not subject to sensitive planning issues and less likely to be delayed by Local Government or Referral Authorities. A simple two-lot land subdivision would suffice. Examiners will take note of how the Graduate Surveyor has dealt with the client, council, referral authorities and other consultants working on the project.

The subdivision may be based on one of the cadastral surveys submitted in either of the Cadastral Projects. If not, it will be necessary to provide copies of all relevant plans, field records, reports and other documentation prepared for the project to enable the examiner to obtain a clear indication of actions.



4.2 Presentation

The project should be presented in an A4 size folder and include:

- A **Form 5 – 'Application for Examination'** and the prescribed fee.
- Coversheet for Projects certified by both the Graduate Surveyor and Supervising Surveyor.

5. PROFESSIONAL PRACTICE EXAMINATION

5.1 Requirements

- The examination is required by the Board under Section 5 of the *Surveying Act 2004*.
- A person is not eligible to be examined in Professional Practice unless they have passed (or been exempt from) all Projects.
- **Form 5 – 'Application for Examination'** and the prescribed fee must be submitted to the Board, prior to the Executive Officer scheduling an interview date.
- Two personal references must be sent to the Board one week prior to the interview (see Surveyors Registration Board of Victoria's website www.surveyorsboard.vic.gov.au regarding required personal reference attributes).
- The Graduate Surveyor's Urban and Rural Projects must be returned to the Board one week prior to the interview.

5.2 General Nature of the Interview

The face to face interview with a Board panel is based on the responsibilities and obligations of a surveyor in respect of professional practice, legislation and the community. The Supervising Surveyor is not required to attend the Professional Practice Interview, however the Board may contact the Supervising Surveyor by telephone prior to the interview for comment on the extent and success of the training program.

5.3 Expectations of the Surveyors Registration Board of Victoria

The Graduate Surveyor is required to demonstrate a high awareness of the privileges, responsibilities and obligations which registration under the *Surveying Act 2004* imposes.

The interview enables the Graduate Surveyor to demonstrate a mature and professional attitude to questions and comments by Members of the Board. Matters relevant to the interview are the licensed surveyor's responsibilities and obligations in respect of the:

- Cadastre, Client and Community
- Surveyors Registration Board of Victoria
- Employer and employee responsibilities
- Surveyors under Training Agreements
- Fellow Licensed Surveyors



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- Contribution to the Surveying Profession / Membership of Professional Bodies
- Ethical, practical, economical aspects of surveys
- Presentation of Surveyor's Reports
- Further Professional Education or Training (FPET)
- Knowledge of new technology and instruments etc.
- Legislation - current and proposed
- Technical and professional journals
- Confidential information
- Tendering of legal evidence - professional responsibility, potential liability

6. COMMON DEFICIENCIES IN PRACTICAL PROJECTS

6.1 *Cadastral Law Project*

- Inadequate research to satisfy requirements
- Use of superseded legislation
- Not supplying appropriate alternatives and addressing relative merits of recommended options
- Priorities and time frames relevant to the project are unsatisfactory
- Unbalanced report with undue emphasis in some parts and lack of content or detail in others
- Report not presented in a logical sequence
- Report not clear or is incorrect in regard to recommended procedures
- Relevant sections of Acts and specific Regulations are not quoted
- Inclusion of unnecessary and irrelevant information
- Transcription of sections of Legislation without explanation to client to justify an understanding of requirements
- Spelling and grammatical errors

6.2 *Professional Assessment Project*

- Initial summary explanation is inadequate. Candidates need to demonstrate competence / professionalism and ability to manage process.
- On occasions it is very difficult to determine the candidate's role and involvement in the project. Simply enclosing copies of plans/correspondence/faxes, etc. signed by others only demonstrates an ability to photocopy information.
- Covenant issues are often ignored and/or overlooked.
- Misunderstanding of and/or lack of relevance of:-
 - Planning Permit for Development
 - Planning Permit for Subdivision
 - Building Permit
 - Certificate of Occupancy



- Statement of Compliance
- Public Open Space requirements under Section 18 of the Subdivision Act 1988
- Public Open Space requirements pursuant to Clause 52.01 of Planning Scheme
- How and when requirements of referral authorities are satisfied
- Lack of understanding of the procedures and requirements to have plan of subdivision registered at Land Registry after documents forwarded to solicitor/conveyancer by surveyor.
- Inadequate attention to detail:-
 - Reference to incorrect sections or parts of Subdivision Act 1988 and Planning and Environment Act 1987.
 - Incorrect spelling, grammar and expression.

6.3 Rural and Urban Cadastral Projects

6.3.1 Survey Information

- Copies of all relevant information not submitted

6.3.2 Field Book/Field Cards

- Parcel descriptions, names of field party, dates, instruments, temperatures, index errors are not recorded in the field book or card
- Survey apparently not made in accordance with relevant Regulations
- Insufficient field checks, particularly on radiations
- Lack of identification of points to which measurements are taken, particularly to irregular boundaries e.g. water's edge, bank, mean high water mark
- Insufficient information obtained for easement purposes, eaves, footings, windows etc. or shown regarding marking of boundaries and the placing of reference marks
- Field cards illegible

6.3.3 Computations

- Work sheets to verify survey adoptions, datum comparisons and derivation of areas for surveys with irregular boundaries

6.3.4 Abstract of Field Records

- Insufficient field information
- Failure to provide closed traverses, checks on radiations and chainages, and check offsets to occupation or offsets to the adopted boundary/alignment from a traverse
- Incorrect alignments and boundaries adopted
- Lengths which have not been measured have not been identified as "calculated"
- Instrument points are not identified or described
- Insufficient information is shown regarding marking of boundaries and the placing of reference marks. The requirement to place intermediate pegs is overlooked.
- Inadequate description of occupation
- Omission of Lot or Crown allotment references, township or parish boundaries



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- Abstract is not clear or consistent and some information is ambiguous
- Erasures have been made or amendments not initialled
- Draughting and/or general presentation not of a professional standard

6.3.5 Plan

- Standard form is not used or statutory and other requirements not complied with
- Alignments and/or boundaries not shown clearly
- Lot or Crown allotment references, datum, adopted dimensions, location and description of occupation, abuttals, appurtenances, appropriations, encumbrances, areas etc. are not shown or are not shown clearly
- Draughtsmanship and general presentation is not of professional standard

6.3.6 Surveyor's Report

- Reason for the survey, datum(s) and adoptions not adequately explained
- Appurtenant easements, abuttals and encumbrances are not clearly explained
- Provisions of regulation 15 of the *Surveying (Cadastral Surveys) Regulations 2005* are not given due regard



FORM 5

APPLICATION FOR EXAMINATION

Type of Examination/Project: (Cadastral Law Project) (Rural Cadastral Project) (Urban Cadastral Project) (Professional Assessment Project) (Professional Practice Interview)

Name: Training Agreement No:

Address:

Suburb: Postcode:

Telephone (Work): (Home):

Mobile phone: Email:

Name of Supervising Surveyor: Reg No:

ONLY COMPLETE FOR EXAMINATION IN PROFESSIONAL PRACTICE (INTERVIEW)

Form 4 - Completion of Training Agreement (Date Supplied):

Table with 2 columns: EXAMINATIONS COMPLETED and (Dates). Rows include Cadastral Law Project, Rural Cadastral Survey, Urban Cadastral Survey, and Professional Assessment Project.

CERTIFICATION

(*Strikeout whichever is not applicable)

* I hereby apply for the examination of the above project by the Surveyors Registration Board of Victoria.

* I certify that I have completed the Professional Training Agreement including the above examinations and apply to be examined in Professional Practice by the Surveyors Registration Board of Victoria.

Enclosed is the examination fee of \$ (\$180 for all Projects) (\$150 for Professional Practice Interview ONLY)

(Signature of Graduate Surveyor) (Date)



COVERSHEET FOR PROJECTS

PROJECT : _____

GRADUATE SURVEYOR: _____

ADDRESS: _____

TELEPHONE (Work): _____ **(Home):** _____

EMAIL: _____

EMPLOYER: _____

SUPERVISING SURVEYOR: _____

EMAIL: _____

CERTIFICATION BY GRADUATE SURVEYOR	<p>I certify that this Project was undertaken by me between _____ and _____ and is entirely my own work.</p> <p>_____</p> <p style="text-align: center;"><i>Signature</i> <i>Date</i></p>
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CERTIFICATION BY SUPERVISING SURVEYOR	<p>I certify that I have checked and discussed the project with the graduate, appropriate supervision of the work has been undertaken, it has been presented in a professional manner and the graduate has satisfied the requirements of the project.</p> <p>_____</p> <p style="text-align: center;"><i>Signature</i> <i>Date</i></p>
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Procedures for Examining Urban and Rural Cadastral Projects

Introduction

These procedures have been produced to provide clarity to examiners with regard to the Board's expectations in relation to the Urban and Rural Cadastral Projects. In doing so, the examination process should be more consistent. Also, the examiners will have the additional role of pre-examining projects to ensure that projects are acceptable to the Board.

General Expectations

"It is not considered acceptable for candidates to be looking through files for old surveys that may meet the criteria for the Cadastral Projects, often with the survey being more than two years old and registered. This approach makes it very difficult to gauge the degree to which the project is 'entirely the candidates own work' and does not demonstrate to the Board the candidate's current level of knowledge.

The approach that the Board would expect the Candidate to adopt is to flag a survey as being suitable and, from the outset, perform that survey with the knowledge that it is to form the basis of their Cadastral Project."

SRBV June 2008 Newsletter

Guidelines for Examinations and Projects (December 2008)

The *Guidelines for Examination and Projects* were amended during 2008. The critical points to note with regard to these amendments are:

- It is fundamentally important that the project meets the criteria for the Cadastral Projects or that prior consent has been obtained from the Board if it does not.
- The project **must** be based on field work which is not more than two (2) years old (unless exceptional circumstances can be demonstrated and prior consent is obtained from the Board).
- Candidates need to demonstrate an understanding of traditional field traversing and checking techniques. GPS technology may be employed in conjunction with traversing. *(NB: GPS is acceptable for MGA connection).*



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- Field cards need to be prepared in the traditional manner, recording all field observations including independent checks, whether the data has been recorded in conventional or electronic form.
- A comprehensive hardcopy worksheet must be provided, regardless of whether the candidate has used a software package for computational purposes. The worksheet must provide the examiner with all the information necessary to verify the candidate's adoptions.
- Any Plan of Survey must be drafted in accordance with the examples in the Survey Practice Handbook.
- Abstract of Field Records must be drafted in accordance with the Survey Practice Handbook and Surveyor-General Practice Directives 2007. Drafting Field Records with a CAD package does not negate the requirement to adhere to convention.

Rural Cadastral Project

Graduate Surveyors must obtain pre-approval from the Board on any proposed site for the Rural Cadastral Project. The project should demonstrate a Graduate Surveyor's competence to undertake rural cadastral surveys with a significant degree of difficulty.

The survey site shall:

- be located in a rural environment;
- be a minimum area of 10 hectares; and
- be bounded in part by an irregular road or other irregular strip of land having at least three substantial changes in bearing; or an irregular watercourse or other similar feature. For its determination, the survey methodology adopted must include appropriate independent checks.

The survey must display an acceptable level of complexity, which should include two or more of the following characteristics:

- The need to utilise the Property Law Act 1958.
- The determination of old Crown boundaries.
- Crown boundary adoptions/apportionment of excess.
- The comparison of the current position of a watercourse compared to title.
- A rural area where there has been little or no recent survey activity.



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A survey site of less than 10 hectares may be accepted subject to prior written consent from the Board.

With regard to the above, in general terms, the Rural Cadastral Project must display a significant degree of difficulty and not be the simple re-establishment of a recent survey with the laying out of Title.

Urban Cadastral Project

The survey shall be of a site where at least one boundary may be obstructed by buildings/walls or other obstruction so that it is not possible to make direct measurements along it.

The project should demonstrate competence to undertake urban surveys with a significant degree of difficulty characterised by one or more of the following:

- incompatible titles
- necessity for amendment
- adverse possession
- general law land
- other characteristics of urban cadastral surveys in developed areas

NB: The Urban Project should be in an area where there has been little or no recent survey activity. The exception to this would be in the situation where that survey, or those surveys, demonstrate(s) conflicting adoptions resulting in an Urban Cadastral Project of increased difficulty.

Where an obstructed boundary is a party wall then it is compulsory that the candidate enters the adjoining property to obtain measurements that check the bearing and width of that wall.



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Pre-approval of the site for the Rural Cadastral Project

Prior to submitting a Rural Cadastral Project for examination, candidates must have obtained pre-approval from the Board on the proposed site for the Rural Cadastral Project and indicate that they have done so by ticking the relevant box on the project checklist.

While it is not compulsory to obtain pre-approval on a site to be used for the Urban Cadastral Project, candidates must ensure that the project meets the criteria prior to submitting the project to the Board for examination.

Pre-examination Check

Prior to undertaking a full examination of the project, the Examiner must do a pre-examination check.

The project **must**:

- be presented in a professional manner.
- be entirely the candidate's own work.
- be based on a survey which is less than two (2) years old.
- meet the criteria for Cadastral Projects unless prior consent from the Board has been obtained, and
- include a Plan of Survey (not a Plan of Subdivision).

If the project does not meet all of the above requirements, the Examiner should discuss the project with the relevant Moderator before proceeding with a full examination.

Assessment

The Urban and Rural Cadastral Projects are the means by which the Board assesses the competency of a candidate to perform cadastral surveys. Therefore, it is critical that the projects are subjected to a high level of scrutiny. Projects should be thoroughly examined in all aspects, from fieldwork/field cards and computations through to the drafting of the final documents.
