

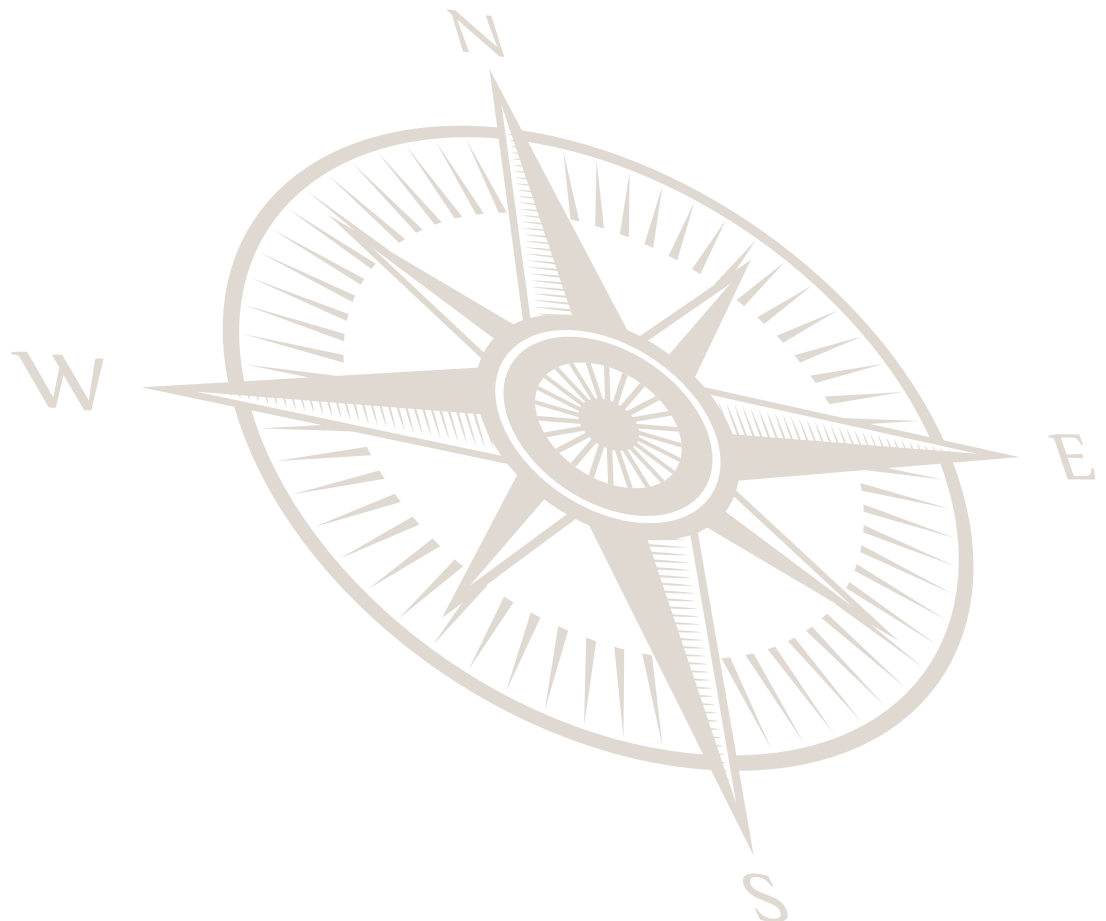
**2023**

# **STANDING OPERATING PROCEDURES**

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# SECTION 1 Introduction

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The Surveyors Board of South Australia (the Board) is a committee of management of the Institution of Surveyors Australia, South Australia Division Incorporated. It undertakes those functions in the Survey Act 1992 that are the responsibility of the Institution of Surveyors Australia, South Australia Division Incorporated.

**The main functions of the Board include:**

- + Supervising the training of registered surveying graduates
- + Overseeing and examining professional assessment projects leading to registration or licencing as a surveyor in South Australia
- + Receiving, considering and investigating complaints made against licensed or registered surveyors or surveying services providers
- + If determined by the Board, initiating disciplinary action by referring a complaint to the South Australian Civil and Administrative Tribunal

The Board maintains reciprocal arrangements with the Council of the Reciprocating Surveyors Boards of Australia and New Zealand and ensures that the Operative Conference Resolutions issued from time to time are observed.

**These Standing Operating Procedures are to be read in conjunction with the following:**

- a) Survey Act 1992
- b) Regulations under the Survey Act 1992
- c) The Rules of the Institution of Surveyors Australia, South Australia Division Incorporated.

This manual is for use by Board members, licensed and registered surveyors, registered surveying graduates, supervisors of practical experience. It is available on the website of the Board.

The Board will welcome suggestions for improvements to the manual at any time. These should be forwarded, in writing, to the Registrar.

## SECTION 2 Revisions

<b>Revision Number:</b>	2022.01	<b>Remarks:</b> Complete revision of SOP
Date Updated:	02.06.22	
Date Updated to Website:	02.06.22	
Registrar Signature		

<b>Revision Number:</b>	xxxxxxx	<b>Remarks:</b>
Date Updated:	xx.xx.xx	
Date Updated to Website:	xx.xx.xx	
Registrar Signature		

<b>Revision Number:</b>	xxxxxxx	<b>Remarks:</b>
Date Updated:	xx.xx.xx	
Date Updated to Website:	xx.xx.xx	
Registrar Signature		

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Date Updated:	xx.xx.xx	
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<b>Revision Number:</b>	xxxxxxx	<b>Remarks:</b>
Date Updated:	xx.xx.xx	
Date Updated to Website:	xx.xx.xx	
Registrar Signature		

<b>Revision Number:</b>	xxxxxxx	<b>Remarks:</b>
Date Updated:	xx.xx.xx	
Date Updated to Website:	xx.xx.xx	
Registrar Signature		

## SECTION 3 Definitions

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1. **“Major categories of survey”** includes cadastral survey, engineering survey, geodetic survey, hydrographic survey, topographic survey, land information, project management and land development.
2. **“Minor category of survey”** means any of those classes of survey shown as “major categories of survey” other than that category chosen as the major category.
3. **“Operative Conference Resolutions”** means the latest edition of agreements and policies prepared by the Council of Reciprocating Boards of Australia and New Zealand (CRSBANZ)
4. **“Registered Surveying Graduate”** means a person who holds the prescribed academic qualifications and is registered as a surveying graduate with the Institution of Surveyors Australia, South Australia Division Inc. (ISASA)
5. **“Rules”** means the Rules of the Institution of Surveyors Australia, South Australia Division Incorporated (ISASA) in force at any one time and as amended.
6. **“Reciprocating Surveyors Boards of Australia and New Zealand”** means the body established under Clause A.1 of the Operative Conference Resolutions 1988.

## SECTION 4 Procedures at Meetings

### Election of Chair

On the first meeting of any year after an election of officers, the Registrar shall open the meeting and immediately a quorum of members is reached, declare the position of Chair vacant.

The procedure at Annex A to this section will then be followed.

### Absence of Chair

The Chair of the Board shall preside at a meeting of the Board at which he is present. In the absence of the Chair from a meeting of the Board, the members of the Board present shall decide who is to preside at that meeting. The proceedings of Annex A may be modified to allow the members of the Board present to decide who shall preside at the meeting.

### Quorum

Four members of the Board shall constitute a quorum of the Board and no business shall be transacted at a meeting of the Board unless a quorum is present.

### Meeting

Meetings will be held at such time and place as the Board determines but normally they will be held on the third Thursday in each month commencing at 5.30pm.

### Voting

Each member of the Board shall be entitled to one vote on a matter arising for determination by the Board and the person presiding at the meeting of the Board shall, in the event of an equality of votes, have a second or casting vote.

### Attendance of Meetings

Normally there shall be a minimum of 11 meetings of the Board in each year and members are expected to attend these and any other meetings called unless some extenuating circumstance exists. Apologies for non-attendance should be made to the Registrar prior to any meeting.

### Minutes

The Registrar shall keep an accurate record of the proceedings of all Board meetings.

A copy of the minutes of a previous meeting shall be provided for each Board member at least seven days prior to the next meeting.

The Chair, or in his or her absence, the member appointed to preside at that meeting shall sign his or her name in confirmation that those minutes are a true and correct record of the proceedings.

### Agenda

The Registrar shall publish an agenda for each meeting in a format as in Annex B to this section and a copy shall be provided for each Board member at least seven days prior to the next meeting.

### Appointments to Sub-Committees

The Chair shall appoint Board members to fill any sub-committee positions deemed necessary and such appointments will remain subject to the discretion of the Chair.

### Interviews

The Board may interview Registered Surveying Graduates, Supervisors of graduates, or any third parties with relevance to training or any other Board matters. Interviews will be conducted in a manner determined by the Board.

### Mediation

The Board may interview any licensed surveyor or graduate surveyor in relation to matters arising from the Surveyor General's audit program, or complaints received from the public.

### Conflicts of Interest

Any Board member who identifies a real or perceived conflict of interest involving him/her with any matter under discussion before the Board shall immediately declare that interest to the Chair and stand aside pending investigation by the Chair.

The Chair shall thereupon investigate the matter and shall either declare the conflict to be of no substance or direct that the Board member stand aside until the particular matter has been concluded.

### Observers

Observers may be admitted to meetings but shall be governed in accordance with the rules laid down in Annex C.

## SECTION **4** Procedures at Meetings

### ANNEX A TO SECTION 4

#### Procedures for the Election of the Chair

I now declare the position of Chair vacant.

Are there any nominations for the position of Chair for the ensuing two years?

**Nominated:**

**Proposed:**

**Seconded:**

"..... Yyyy, are you willing to stand?"

"Are there any other nominations?" **See Note 1**

"All those in favour of ..... Yyyyy"

**"CARRIED"**

"I declare ..... Yyyy to be elected Chair of the Surveyors Board of South Australia for the years xxxx.

"Would you please take the Chair".

**Note:**

1. In the event that two or more nominations are received, it is preferable that a secret ballot be held.

## SECTION 4 Procedures at Meetings

### ANNEX B TO SECTION 4

**SURVEYORS BOARD OF SOUTH AUSTRALIA**  
Management Committee for Institution of Surveyors Australia,  
South Australia Division Inc.  
Level 7, West 50 Grenfell Street, Adelaide SA 5000

Date

### AGENDA

<b>1.</b>	<b>OPEN MEETING</b>	
1.1	Agenda (date)	
1.2	Apologies	
	<b>Action</b>	
1.3	Board Minutes Date	
	<b>Action</b>	
1.4	Action Items Date	
	<b>Action</b>	
<b>2.</b>	<b>AUDIT SURVEY REPORTS</b>	
2.1	Audit Survey and History Reports	Date
	<b>Action</b>	
2.2	Conditional Register (RSG's)	Date
	<b>Noted</b>	
2.3	Conditional Register (Licenced)	Date
	<b>Noted</b>	
<b>3.</b>	<b>DISCIPLINE   INVESTIGATIONS</b>	
3.1		
	<b>Action</b>	
<b>4.</b>	<b>CORRESPONDENCE IN</b>	
4.1		
	<b>Action</b>	
<b>5.</b>	<b>CORRESPONDENCE OUT</b>	
5.1		
	<b>Action</b>	
<b>6.</b>	<b>FINANCIAL REPORT</b>	
6.1	Profit and Loss	Date
	<b>Action</b>	
6.2	Treasurers Report	
	<b>Action</b>	
<b>7.</b>	<b>LICENSING OR REGISTRATION</b> Conditional Licence   Restoration   Letter of Accreditation	
7.1		



# SECTION 4 Procedures at Meetings

## ANNEX B TO SECTION 4

### 8.1 APPLICATION FOR A TRAINING AGREEMENT

8.1 New Training Agreements to note

Graduate	Supervisor	Agreement

### 8.2 APPLICATION FOR A TRAINING AGREEMENT

8.1 Allocation of Board Supervisors                      Date

**Action**

8.2 RSG'S | 6 Month Reports                                      Date

**Action**

RSG Graduate	Supervisor	Board Supervisor	Comments
8.2.1			
8.2.2			
8.2.3			
8.2.4			
8.2.5			

### 9. PROFESSIONAL ASSESSMENT PROJECTS

9.2.1	Name	Examiner	Board Member	Update
9.2.2	Name	Examiner	Board Member	Update
9.2.3	Name	Examiner	Board Member	Update
9.2.4	Name	Examiner	Board Member	Update
9.2.5	Name	Examiner	Board Member	Update

### 10. UNISA STEM

10.1

### 11. SUB COMMITTEE REPORTS SurveyingSA | SSSI-SA | Land Surveying Committee

11.1

### 12. STANDARD OPERATING PROCEDURES

12.1

### 13. OTHER BUSINESS

13.1

**NEXT MEETING**

Date

## SECTION 4 Procedures at Meetings

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### ANNEX C TO SECTION 4

#### Rules for the Status of Observers Admitted to Board Meetings

1. Observers will receive all papers as provided to appointed Board members unless the Board directs otherwise.
2. The Chairman may invite Observers to make specific comments in relation to an Agenda item under discussion.
3. Observer comments will be recorded by the Registrar but will not appear in the official minutes for a meeting.
4. The Board will not be bound by any comments from any Observer.
5. Seating and attendance arrangements will be as directed by the Board.
6. Observers may be invited to assist any sub-committee formed for the purpose of facilitating Board business.

**The purpose of Section 5 is to present the practical training requirements to be met by an applicant seeking to apply for Registration or Licensing as a Surveyor.**

Applicants need to have attained a relevant qualification acceptable to the Institution of Surveyors Australia, South Australia Division Incorporated. Applicants having overseas qualifications need to refer to Section 8, 'Assessment of Overseas Qualifications'.

## REGISTRATION AS A SURVEYING GRADUATE

For the purposes of this section:

**Registered Surveying Graduate (RSG)** means a person who holds the prescribed academic qualifications and is registered as a surveying graduate with the Institution of Surveyors Australia, South Australia Division Inc. (ISASA).

**Supervising Person** means a person who is a Registered or Licensed Surveyor or other suitably qualified person whose occupation would contribute towards the practical experience required by the Registered Surveying Graduate to qualify as a Registered or Licensed Surveyor. The Supervising Person supervises the activities of others in the conduct of a Survey, noting that sections 14 and 15 of the Act place obligations for a person carrying out certain (cadastral) work to be a Licensed Surveyor, or a person under the supervision of a Licensed Surveyor;

**Supervisor** means a person who is a Licensed Surveyor and supervises the activities of others in the conduct of a cadastral survey, noting that sections 14 and 15 of the Act place obligations for a person carrying out certain work to be a Licensed Surveyor, or a person under the supervision of a Licensed Surveyor;

**Supervision** means the act, process or function of overseeing, directing or managing work.

Every applicant seeking to register as a Surveying Graduate shall complete Form 1 and attach to it either a Statement of Academic Record from the University of South Australia showing they have attained a Graduate Diploma in Surveying award or details of qualifications, or qualifications and experience that the Board may consider for accreditation as being equivalent to the above qualification.

For applicants with qualifications obtained in another jurisdiction, it is a requirement to successfully complete a nominated cadastral surveying course at the University of South Australia prior to registration as a Surveying Graduate.

The completed form and attachments are to be forwarded to the Registrar, Surveyors Board of South Australia, with the fee shown in Section 17 'Registration as a Surveying Graduate'.

**Registered Surveying Graduate responsibilities are listed in Annex A.**

**PROFESSIONAL TRAINING AGREEMENTS (PTAs)**

The framework for Professional Training Agreements is outlined in the Survey Regulations 2020 under Regulation 6 - Practical experience.

Each Registered Surveying Graduate will be required to enter into a Professional Training Agreement (PTA) with an appropriately qualified supervising Person in order to gain the required practical experience to attain the competency necessary to become a licensed or registered surveyor.

The prospective Supervising Person must submit the PTA to the Board for approval, together with the Forms 2 and 3.

The PTA shall include:

- + the Supervising Person's curriculum vitae
- + a profile of the Registered Surveying Graduate, including an assessment of current skills and competencies
- + a specific training program (see Annex C) to provide the necessary opportunity for the Registered Surveying Graduate to develop the required competencies.

Annex C represents an example of a PTA for a Registered Surveying Graduate who is seeking licencing and has chosen Engineering Survey as the minor category of surveying. Candidates for licencing who have selected an alternative minor category will be required to amend Module 4 to reflect the required learning topics from their chosen category.

Registered Surveying Graduates who are seeking registration will be required to develop a PTA in conjunction with the Board to reflect their chosen category of surveying.

Annex C provides examples of a number of core competencies that should be achieved before a professional assessment project for licencing as a surveyor can be commenced and is to provide guidance to assist in the development of individual PTAs.

Each PTA submitted for approval by the Board must:

- + be accompanied by the fee shown in Section 17 'Lodgement of Professional Training Agreement'.
- + last for a minimum of one calendar month, not exceed two years, and cover a period of continuous employment.
- + recognise that continuity of employment may not be guaranteed

In the event that a Registered Surveying Graduate changes employment before a training agreement has expired, the Board will recognise previous training and transfer of the training agreement to a new Supervising Person.

On each change or expiration of a training agreement, new Forms 6 and 7 are to be submitted to the Board for approval in advance together with the fee shown in Section 17 'Change of Professional Training Agreement'.

Managing the Professional Training Agreements is a joint responsibility between the Board, the Registered Surveying Graduate and the Supervising Person.

**SUPERVISING PERSON**

A proposed agreement to accept a Registered Surveying Graduate for practical experience shall not be approved unless the Supervising Person has had at least two years post registration or licenced experience acceptable to the Board. The Board retains the discretion to approve/disapprove any application to be a Supervising Person.

A Supervising Person may not supervise the practical experience of more than one RSG with less than 1 year of practical experience under a Professional Training Agreement. A Supervising Person may supervise a maximum of two RSG's when at least one of the RSG's has more than 1 year of experience under a PTA.

A Supervising Person has the important responsibility for the standards of supervision of registered surveying graduates and the subsequent reporting of their progress, especially in the major category of cadastral surveying.

A Supervising Person must ensure that registered surveying graduates receive high quality instruction, are supervised properly and are reported on in a timely, accurate and unbiased manner. A Supervising Person must provide constructive feedback on the graduate's performance.

Supervisors of Registered Surveying Graduates seeking to be licenced under the Act must themselves be currently licensed surveyors. Supervising Persons' Responsibilities are listed in Section 10 of these procedures (Section 10 Annex C item 2.1 – Supervising Person's Responsibilities).

**SUPERVISION OF REGISTERED SURVEYING GRADUATES**

There have been various notices published by the Division over the years in relation to the supervision of registered surveying graduates.

Where a survey is being performed by a registered surveying graduate seeking registration or licencing pursuant to Section 22 of the Survey Act 1992, supervision shall include the initial overview of the planning and proposed execution of the survey and subsequent examination and review of the evidence on which the survey has been based.

For the consolidated document of the specific Board requirements for the supervision and training of registered surveying graduates by the Supervising Person, see Annex C to Section 10, Supervision Policy of the Standing Operating Procedures of the Board.

**PRACTICAL EXPERIENCE**

A Registered Surveying Graduate will complete, to the Board's satisfaction, a minimum of 400 days of supervised practical experience before being able to apply to undertake a professional assessment process. With the approval of the Board, a lesser period than this may be accepted where it can be demonstrated that all competencies have been attained.

The Board may at its discretion consider practical experience undertaken by a Registered Surveying Graduate prior to entering into a Professional Training Agreement.

Where a Registered Surveying Graduate has undertaken practical experience in a State other than South Australia or a country other than Australia, the Board may, on receiving particulars of the practical experience, accept the whole or any part of such practical experience in lieu of the practical experience required below.

The 400 days of practical experience is to be broken down as follows:

- (a) Major category of surveying – not less than 200 days
- (b) Minor category of surveying – not less than 100 days

The practical experience may be continuous or comprise discrete periods, each of which must be at least 4 weeks in duration. In some justified cases the Board may approve a discrete period less than 4 weeks.

Categories of Surveying for Practical Experience are listed in Annex B

## **INTERVIEWS**

The Registered Surveying Graduate and Supervising Person will be required to attend formal interviews with the Board during the course of the Training Agreement.

- + On first appointment the Registered Surveying Graduate and Supervising Person shall attend so that both can be made aware of their respective responsibilities.
- + On completion of the Training Agreement, the Registered Surveying Graduate shall be interviewed by the Board (Oral examination). Refer to Section 6 for the requirements for the Oral Examination.
- + At the completion of the Professional Assessment Project the Registered Surveying Graduate will be interviewed separately. The Registered Surveying Graduate will undergo a form of oral examination to demonstrate their understanding of the major surveying category for which they seek endorsement.
- + Other times as the Board may require.

Interviews will be conducted in a manner determined by the Board.

## **APPOINTMENT OF BOARD SUPERVISOR**

The Board shall appoint a Board Supervisor to:

- + assist the Supervising Person and Registered Surveying Graduate during any period of practical experience
- + improve the Board's understanding of the Registered Surveying Graduate's competency development during the training period by auditing and reporting on the training agreement on a regular basis

The Board Supervisor will maintain informal contact with both the Registered Surveying Graduate and the Supervising Person throughout the training agreement. A retiring board member may continue to supervise the Registered Surveying Graduate to the end of their training.

## **APPOINTMENT OF EXAMINER**

The Chair shall appoint a Board member to act as Examiner of each professional assessment project.

In making such appointments, the Chair shall wherever possible ensure that a candidate presenting themselves for examination will be examined by a Board member who has the appropriate profession skills and experience for the surveying competencies being examined. Should none of the Board Members have such skills and experience, then the Chair shall identify and appoint a suitably qualified person as the Examiner. The appointment of the Board Examiner requires approval of the Minister responsible for the Survey Act 1992.

A retiring board member may continue to act as a Board Examiner until the professional assessment project is endorsed by the Board.

The criteria for selection of professional assessment projects are contained in Section 6 of these procedures.

**SUPERVISING PERSON'S RESPONSIBILITIES**

The Supervising Persons' responsibilities are detailed in Section 10 Annex C of these procedures, under the heading 'Supervising Person'.

Supervising Persons' reports are required at six monthly intervals. Reports should be to a level of detail that provides the Board with an accurate assessment of the registered surveying graduate's competence.

The Supervising Person shall report to the Board in the manner shown in Form 4 (including the Practical Experience report table) on the work carried out by the Registered Surveying Graduate. An example of the report table for a cadastral candidate is attached at Annex D to this Section. A template spreadsheet of the report table is available from the Registrar on request.

Failure by the Supervising Person to report to the Board within the required time frames 2 months after the completion of each 6-month period may result in practical experience not being considered by the Board.

**REGISTERED SURVEYING GRADUATE'S RESPONSIBILITIES**

Responsibilities of the Graduate include:

- + Initiating the registration/licencing process by approaching their prospective Supervising Person
- + Preparing Form 1 and obtaining required academic records/details to initiate registration as a Surveying Graduate
- + Supporting their Supervising Person's reporting requirements and the assessment role of the Board Supervisor by maintaining a work portfolio and by providing the Supervising Person with regular summaries of work undertaken to enable timely reports of practical experience to be submitted to the Board
- + Providing a self assessment report to accompany the Supervising Person's six monthly report to the Board. (Refer Form 4).
- + Accepting joint responsibility with the Supervising Person to ensure ongoing communication regarding the effective implementation of the PTA.
- + Discussing openly and promptly with the Supervising Person any difficulties they may be experiencing
- + Satisfying the requirements of the Board's Continuing Professional Development Policy.
- + Attending the annual University of SA Registered Surveying Graduate workshop

Registered Surveying Graduates may be asked to present their work portfolio to the Board Supervisor. This portfolio should provide sufficient samples of projects undertaken to assist the Board Supervisor to assess the Registered Surveying Graduate's competence.

The Registered Surveying Graduate may correspond with the Board at any time during the training agreement.

## CATEGORIES OF SURVEYING FOR PRACTICAL EXPERIENCE

### Categories of surveying include, but are not limited to:

**Cadastral survey** which means any process of determining, mapping or planning the boundaries of a piece of land or waters and includes any work involving:

- + Definition and marking of new boundaries;
- + Re-establish and marking of old boundaries;
- + The planning, design, delimitation and marking of land into parcels for any purpose;
- + The resurvey of the boundaries of parcels of land for such purposes as amending data on certificates of title, defining the positions of structures in relation to boundaries, and redefining boundaries for fencing and building purposes;
- + Preparation of all plans and reports;
- + Giving certificates on all aspects of the survey; or

**Engineering survey** which means any survey associated with the location and construction of:

- + engineering works;
- + mining works;
- + highways and railways;
- + major power lines;
- + works for storage, reticulation, control and disposal of water;
- + tunnels, including underground mines;
- + quarries, including open cut mines;
- + bridges, breakwaters, jetties and wharves; or
- + multi-storey buildings and towers; and
- + includes any work involving:
  - + Preliminary topographic surveys to assist planning and design;
  - + Second and third order geodetic surveys to provide control for detailed surveys and construction and control for photogrammetric mapping;
  - + Setting out earthworks and construction;
  - + Periodical checks on the accuracy of construction and agreement with specifications;
  - + Precise traversing for guidance in driving tunnels and shafts;
  - + High precision geodetic surveys to evaluate deflection of loaded surfaces and mechanical and structural components;
  - + Stream gauging;
  - + Preparation of all plans and reports;
  - + Giving certificates on all aspects of the survey; or



**Geodetic survey** which means any major survey associated with the establishment of the position of primary permanent survey marks and geo-physical and marine geodesy and includes work involving;

- + Precise surveys to provide data for coordinating the survey marks;
- + Gravimetric and astronomical surveys for determining the dimension of the spheroid;
- + Observation of satellites for position fixing;
- + Reconnaissance to provide the optimum sighting of geodetic control marks;
- + First and second order traversing and triangulation;
- + Major control levelling;
- + Precise observations for latitude, longitude and azimuth;
- + Gravimetric observations;
- + Satellite observations for establishing and strengthening major survey control systems;
- + Preparation of all plans, computations, adjustments and reports;
- + Giving certificates on all aspects of the survey; or

**Hydrographic survey** which means any survey associated with the preparation of charts and other data for marine purposes and includes any work involving:

- + Observations to determine the form of the seabed;
- + Preparation of charts;
- + Tidal observations;
- + Second and third order geodetic surveys to establish control beacons;
- + Astronomical or satellite observation to establish position in isolated situations;
- + Fixing position at sea from shore and ocean stations;
- + Fixing position at sea out of sight of land by radar or satellite observations;
- + Current determinations;
- + Sounding by manual or sonar procedures;
- + Establishing and monitoring tide gauges;
- + Reducing data from position fixing and sounding observations;
- + Surveys of coast lines;
- + Preparation of all plans and reports;
- + Giving certificates on all aspects of the survey; or

**Topographic survey** which means any survey associated with:

- + Mapping of the natural and cultural features on the earth's surface;
- + Photogrammetry and cartography;
- + Establishment of control for field and photogrammetric mapping;
- + Planning and executing standard map series and special projects by direct field operations or photogrammetry and cartography;
- + Surveys of sites of accidents for legal purposes; or
- + Environmental impact studies especially in the location and interpretation of environmentally sensitive areas; and
- + includes any work involving:
  - + third order geodetic surveys for providing control for detailed surveys;
  - + reconnaissance and targeting of control for photogrammetric mapping;
  - + planning map series, and directing photogrammetry and cartography;
  - + defining the position of fixed or mobile objects or structures by field operation or photogrammetry;
  - + interpretation of photographic images and multi spectral data;
  - + preparation of all plans and reports;
  - + giving certificates on all aspects of the survey; or

**Land Information and Geographical** which means any process associated with the spatial modelling, analysis, integration and representation of land-related attributes, including:

- + Natural Resources;
- + Environmental Themes;
- + Cadastral and Administrative Boundaries;
- + Legal/Fiscal Cadastral Attributes;
- + Land Use;
- + Topography;
- + Transportation Networks;
- + Communication Networks;
- + Public Utility Services;
- + Demography;
- + Socio-Economic Factors;
- + and may include work involving:
  - + the acquisition of digital spatial data through digitizing, scanning, remote sensing or ground survey techniques,
  - + the development and implementation of data models, data flows and operational specifications for Land Information Systems,
  - + the utilization of computer-based Geographic Information System (GIS);
  - + facilities for the storage, maintenance, analysis or representation of spatially dependent data,
  - + the investigation, assessment and recording of data accuracy and integrity descriptions.

**Project Management** which means work involving tendering, quality assurance, research and development, estimating, information technology, inspections, quantity surveying, project design, management, planning, assessment of quotations, cost benefit analysis and cash flow control.

**Land Development** which means the practical application of the planning process for land development and may include:

- + investigation of site zoning by application of the Development Plan;
- + evaluation of environmental issues;
- + preparation of land division proposal plans in accordance with the Development Act and the Planning, Development and Infrastructure Act 2016;
- + preparation and lodgement of applications;
- + understanding of the development process, including the determination of the relevant authority and the expected time frames for approvals;
- + preparation of reports to the relevant authority;
- + liaison with authorities and government agencies;
- + issuing of the Certificate in respect to the division of land;
- + application of land management agreements;
- + an understanding of the operation of the electronic Land Division Application System for South Australia.

**The Board will consider other categories of surveying upon request.**

Where **Cadastral Surveying** is chosen as the major category, the experience is to be broken down further:

- (a) Urban Cadastral Surveying – not less than 100 days
- (b) Rural Cadastral Surveying – not less than 50 days

For **Registered Surveying Graduates** who undertake or have undertaken practical experience in another jurisdiction, it is required that a minimum of 75% of the time allocations to the Urban and Rural Cadastral Surveying experience be undertaken in South Australia.

The Board may, if it is satisfied that:

- + either party has failed to comply with the terms of the agreement; or
- + the practical experience being undertaken is so specialised or elementary that it may restrict the development of the surveying graduate's competence as a surveyor; refuse to accept all or any of the practical experience undertaken during the period of the agreement notwithstanding that it had approved the practical experience proposed.

# **PROFESSIONAL TRAINING AGREEMENT**

FOR  
**Registered Surveying Graduate**

( INSERT RSG NAME )

**This Training Agreement is registered with the Surveyors Board of South Australia**

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# AGREEMENT

This Professional Training Agreement (PTA) has been established to provide a structured

program of training for ..... (the Candidate)

( NAME )

under the guidance of.....(the Supervising Surveyor)

( NAME )

and Surveyors Board of South Australia.

Signature of Applicant:.....Date: .....

( INSERT DATE )

Signature of Supervising Surveyor:.....Date: .....

( INSERT DATE )

# SECTION 5 Training

## ANNEX C TO SECTION 5

### a) INTRODUCTION

The Professional Training Agreement detailed within this document establishes a structured training programme that will permit the candidate to proceed to licencing as a cadastral surveyor in South Australia. It should be viewed as not only an agreement between the parties but as the basis of planning, modifying, monitoring and assessing the training.

### b) CONDUCT OF THE AGREEMENT

The Agreement has been prepared according to the Guidelines for Professional Training Agreements as determined by the Surveyors Board of South Australia (the Board).

### c) DETAILS OF CANDIDATE

Name (RSG NAME)	
Address	
Telephone (home)	
Telephone (work)	
Email	
Qualifications	

### d) SUPERVISING SURVEYOR

Name	
Address	
Telephone (home)	
Telephone (work)	
Email	
Qualifications	

Through this training agreement the applicant seeks to become a Licenced/Registered (strike out one) Surveyor under the Survey Act 1992.

Brief CV of the Supervising Surveyor to be added.

a) **TERM OF AGREEMENT**

The period for this agreement will be (24) months from date of commencement. Any variation to the term must be agreed by all parties and made in writing. If competency can be demonstrated and documented in a shorter time frame then the term may be reduced with the concurrence of the Board.

f) **PROFILE OF CANDIDATE**

Brief outline/CV of candidate to be added.

Most recent CPD Points to be included with report.

g) **CONFIDENTIALITY**

The contents of this Supervising Surveyor agreement are considered to be private and confidential, between the candidate, the supervisor and the Board.

h) **DETAILED TRAINING AGREEMENT**

This Training Agreement outlines the competencies that must be met before the candidate can commence a Professional Assessment Project for the purpose of becoming a licensed surveyor.

During the course of the Training Agreement, the supervising surveyor will assess the skills of the candidate and certified that the required level of competency has been attained.

**The Agreement comprises the following four modules:**

1. Generic Surveying and Communication Skills
2. Survey Practise Management
3. Surveying (Major Category)
4. Surveying (Minor Category)

Details of individual modules for a Training Agreement where the major category is Cadastral Surveying and the minor category is Engineering Surveying follow. Where the major and/or minor categories are in alternative disciplines, the modules should be modified as necessary and further approved by the Board.



<b>Module 1</b>	Generic Surveying and Communication Skills
<b>Indicative Duration</b>	Candidate should possess most of these skills, but will need revision to achieve the standards in a professional office.

During the course of the training a range of generic surveying and communication competencies shall be developed and assessed.

LEARNING TOPIC		COMPETENCY VERIFIED	
Generic Skills		Supervisor's Signature	Date
1	Basic Surveying Skills		
2	Use of Surveying Instruments/Equipment		
3	Equipment Calibrations		
4	Field Notes		
5	Oral Communication		
6	Written Communication		
7	Knowledge of land title administration in SA becoming familiar with the following Acts and the regulations thereto: <ul style="list-style-type: none"> <li>• Roads (Opening &amp; Closing) Act 1991</li> <li>• Real Property Act 1886</li> <li>• Local Government Act 1999</li> <li>• Planning, Development and infrastructure Act 2016</li> <li>• Crown Land Management Act 2009</li> <li>• Fences Act 1975</li> <li>• Community Titles Act 1996</li> <li>• Other relevant Acts may be included if deemed relevant.</li> </ul>		
8	<i>Survey Act 1992</i> <i>Survey Regulations 2020</i> Notices of the Surveyor-General made under regulations in Part 3 of the Survey Regulations 2020 Cadastral Survey Guidelines Plan Presentation Guidelines		
9	Knowledge of Code of Ethics of the appropriate professional body		
10	Surveying as a profession		
11	Professional attitude		

LEARNING TOPIC	LEARNING OUTCOME
1	Use of standard survey equipment including levels, theodolites and electronic distance measuring equipment on a day to day basis.
2	Ability to operate in-house total stations, data recorders and other equipment
3	Calibration of EDM and computation of calibration constants. Testing and adjusting of a level. General calibration and adjustment of other equipment.
4	Development of satisfactory field note skills.
5	Actively communicate with clients, contractors and government authorities.
6	Preparation of written communications for correspondence and reporting. Assessment by the supervising surveyor of the skills of these communications and the level of presentation.
7	Searching for data in the titles office, be able to discuss in general terms the role and function of the titles office, land boundaries & describe in detail the surveyors role in the guarantee of title.
8	Understanding the aims & objectives of the Survey Act and the responsibilities of licensed surveyors within the legislative framework. Understand the responsibilities and powers of the Surveyor-General and Surveyors Board including: <ul style="list-style-type: none"> <li>• Survey standards</li> <li>• Registration and licencing</li> <li>• Discipline of licensed surveyors and companies.</li> </ul>
9	Examine the Code of Ethics of relevant professional body. Be aware of the role of ethics in a surveyor's responsible professional role.
10	Develop your personal overview of the surveying profession and its professionalism. Consider recommendations as to how the surveying profession can be improved. Take part in an informal debate/discussion with the supervising surveyor and at least two other Licensed Surveyors.
11	Development of a professional attitude and appreciation of the role of a professional in modern society.

<b>Module 2</b>	Survey Practise Management
<b>Indicative Duration</b>	Ongoing development of candidate throughout first half of PTA

The practise of surveying involves a great deal more than knowledge and expertise in the technical aspects of the science of surveying. A thorough understanding and competence in the operations and management of a surveying office, business requirements and professional responsibilities is essential for successful professional practise.

LEARNING TOPIC		COMPETENCY VERIFIED	
Survey Practise Management		Supervisor's Signature	Date
1	Communicating effectively.		
2	Preparing and comprehending surveying documents.		
3	Comprehending, reporting on and discussing relevant legal matters.		
4	Collaborating with colleagues and other interested parties.		

LEARNING TOPIC	LEARNING OUTCOME
1	Communicate effectively, orally and in writing at a professional level. Use a full range of media options. Compile, interpret and present information. Interpret briefs and instructions. Issue clear, accurate instructions and meaningful advice.
2	Prepare and interpret professional surveying reports. Prepare specification and standards. Prepare submissions and quotations.
3	Operate in accordance with Government Acts, Regulations or instructions. Legal matters pertaining to land and land information with clients, colleagues and other professionals. Advise clients on legal requirements relating to land development and on land rights, land tenure and rights of entry.
4	Represent the concerns of clients to government, regulators and other stakeholders. Negotiate solutions to common problems with other parties. Contribute to integration of surveying activities with the activities of other professionals.

<b>Module 3</b>	Cadastral Surveying
<b>Indicative Duration</b>	At least twelve months of cadastral experience in field and office

A very large component of the practise of surveying is related to cadastral surveying and in particular those aspects involved with the definition of land boundaries. It is essential that professional surveyors, registered and licensed to undertake boundary survey work, have a thorough understanding and knowledge of the requirements.

LEARNING TOPIC		COMPETENCY VERIFIED	
Boundary Definition Surveys		Supervisor's Signature	Date
1	Important Principles of Boundary Definition <ul style="list-style-type: none"> <li>• Reliable and unreliable start points; and</li> <li>• Intent and measurement</li> </ul>		
2	Searching		
3	Identification Surveys		
4	Land Divisions		
5	Urban Surveys - redefining established boundaries		
6	Rural Surveys - redefining established boundaries		
7	Plan Preparation and Examination		
8	Computations and Reports		
9	Survey Marking		
10	Obtaining Approvals		
11	Community Plans		
12	Strata Plans		
13	Easements		
14	Practical Work		

LEARNING TOPIC	LEARNING OUTCOME
1 and 2	<p>The supervisor is able to offer a wide variety of cadastral surveys for the Candidate to undertake.</p> <p>The candidate shall:</p> <ul style="list-style-type: none"> <li>- Become familiar with the procurement of survey information from the Lands Titles Office.</li> <li>- Become conversant with modern measurement technology and techniques.</li> <li>- Become able to locate and relate old survey marks and occupation to previous surveys, and be able to re-establish boundaries based on that, and other, evidence.</li> <li>- Become conversant with the processes of boundary definition and preparing cadastral plans for lodging in the Lands Titles Office.</li> <li>- Become familiar with the requirements for surveyors’ report, field notes, search lists, checklists, plan presentation guidelines, etc.</li> <li>- Keep records of their training program as follows:               <ul style="list-style-type: none"> <li>&gt; Create an index of all surveys carried out under the training program</li> <li>&gt; Record of any problems encountered and the solutions arrived at with surveys</li> <li>&gt; Where appropriate, a record of discussion, advice etc with the Master Surveyor and other surveyors shall be kept</li> <li>&gt; Maintain a copy of the final plan and survey information for each survey undertaken as part of the training program, including filed notes, search data, calculations, final plans and any other relevant material.</li> </ul> </li> <li>- Participate in appropriate Continuing Professional Development (CPD) programs through the relevant professional body and record CPD events attended.</li> <li>- Demonstrate different weighting of evidence based on assessment of start point reliability, particularly weighting of previous data as evidence.</li> </ul>
3	Suburban Identification Surveys: presentation and disclaimers.
4, 5 and 6	<p>Complete a range of cadastral surveys of varying type and complexity.</p> <p>Urban surveys must include boundary confusion.</p> <p>Rural surveys must include more complex situations such as irregular boundaries, lost marks, perhaps a creek or railway boundary, etc. Simple peg-out is not sufficient evidence of rural experience. 4,5 and 6</p> <p>Complete a range of cadastral surveys of varying type and complexity.</p> <p>Urban surveys must include boundary confusion.</p> <p>Rural surveys must include more complex situations such as irregular boundaries, lost marks, perhaps a creek or railway boundary, etc. Simple peg-out is not sufficient evidence of rural experience.</p> <p>The level of direct supervision of the candidate will reduce over time as the candidate’s competencies in undertaking urban and rural cadastral surveys are developed.</p>

LEARNING TOPIC	LEARNING OUTCOME
7	Prepare plan sketches suitable to final drafting. Examine final plans suitable for lodging in the Lands Titles Office.
8	Complete calculations, plans and reports for a variety of survey situations.
9	Understand legal requirements for marking, practical difficulties, deferment of marking, Tertiary Network marks.
10	Obtaining approvals: for subdivision, road opening and closing, utility services.
11	Community Plans: understanding basic concepts, encroachments, limit of lots, parking areas, easements, plan drawing standards, unit entitlement and liaison with other consultants.
12	Strata Plans: knowledge of historical strata plan and outer boundary requirements.
13	Easements and rights over land: types of easements and rights, creation of easements, liaison with legal profession.
14	Fieldwork and the supervision of knowledge of safety standards (W.H. & S.). Discussion of surveys with colleagues and the Supervising Surveyor.

# SECTION 5 Training

## ANNEX C TO SECTION 5

<b>Module 4</b>	Engineering Surveying
<b>Indicative Duration</b>	At least six months experience

This module is aimed to see the application of the surveying skills applied to Engineering Surveying projects. Professional responsibilities is essential for successful professional practise.

LEARNING TOPIC		COMPETENCY VERIFIED	
Engineering Surveys		Supervisor's Signature	Date
1	Detail and Topographic Surveys		
2	Construction set out		
3	As-constructed Surveys		
4	Application of Quality Procedures		
5	Management of Digital Data		
6	Application of a variety of technologies		

LEARNING TOPIC	LEARNING OUTCOME
1	Effectively carry out Detail and Topographic surveys. Use the full range of field and office tools to collect, manage and present data.
2	Read electronic and hard copy plans and effectively translate these to site. Liaise and communicate with clients, tradespersons and other professionals.
3	Understand the field processes and reporting mechanisms to meet contractual requirements to provide Quality Checks on construction projects.
4	Work under Quality systems in the application of engineering surveys, including applying external QA procedures to projects.
5	Understand the manipulation, delivery and archiving of digital data.
6	Merge technologies to provide efficient and innovative survey solutions.

## **SUPERVISORS 6 MONTHLY RSG REPORT**

**REPORT OF GRADUATE TRAINING:**

**FOR THE PERIOD:**

(Minimum 600 words)

**1. Detail the overall progress and summary of the RSG's conduct and performance during the past six months.**

**2. Module 1 – General Surveying and Communication Skills**

Detail the progress in relation to Module 1, include communication skills and other aspects of field work.

**3. Module 2 – Survey Practise Management**

Discuss the graduate's ability to understand requirements regarding plans, subdivisions proposals, identification surveys and certified surveys.

**4. Module 3 – Cadastral Surveying**

Detail the understanding the graduate has of surveying equipment, techniques, and software. Discuss the graduate's ability to work in the field as a field party leader.



**SUPERVISORS 6 MONTHLY RSG REPORT (continued)**

**5. Module 4 – Engineering Surveying**

Detail the graduate’s progress in the Engineering capabilities and the experience your firm is providing to the graduate.

**6. General Comments**

Discuss the graduate’s ability to work with colleagues, problem solve and engage with clients (if applicable). Make your assessment a summary of what the graduate may be lacking in and what you expect him/her to achieve by the next reporting period.

Yours faithfully,

*(name)*

*(date)*

**Registered Surveying Graduate  
 Self-Appraisal - Supporting Report  
 FORM 4C**

**Graduates Name:**

**Supervisors Name:**

**Reporting Period:**

**1. Summary of work undertaken:**

General overview of the surveys (all categories) that have been completed during the reporting period (refer to timesheet that accompanies the report); how is your training progressing? Have previous goals that were set been achieved? (include example plans and other aspects of key projects)

**2. Urban Cadastral:**

Reflections | highlights of one (or two) noteworthy projects, specific learnings, milestones etc.

## SECTION 5 Training

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### ANNEX D TO SECTION 5

#### 3. Rural Cadastral

Reflections | highlights of one (or two) noteworthy projects, specific learnings, milestones etc.

#### 4. Engineering

Reflections | highlights of one (or two) noteworthy projects, specific learnings, milestones etc.

#### 5. Looking Ahead

Ambitions | Plans | Goals for next reporting period.

Sign your Report:

Registered Surveying Graduate

Date

## SECTION 6 Professional Assessment Process

### INTRODUCTION

The Regulations under the Survey Act 1992 require the Division to exercise all the powers, rights, duties and functions conferred, imposed or prescribed by or under Part 2.

Included among these duties is the registration or licencing as a Surveyor of a person who:

- + is a fit and proper person to be so registered or licenced;
- + holds the prescribed academic qualifications;
- + has gained such practical experience of surveying as is prescribed.

The Division also has rules regarding the following:

- + prescribing a code of professional ethics to be observed by all persons registered under the Act;
- + providing for and prescribing any matter or thing relating to the supervision of registered surveying graduates by registered or licenced surveyors.

The Regulations under the Survey Act 1992 prescribe the requirement of practical experience that a Registered Surveying Graduate (RSG) must gain prior to commencing a Professional Assessment Process. The principal objective of this experience is the development of the graduate's competence as a Surveyor. The requirements are further described in Section 5 of the Standard Operating Procedures.

University of South Australia Master of Surveying graduates who have successfully completed a Training Agreement in accordance with the Survey Regulations 2020 and received a recommendation from their Supervising Person as to their competence may also be eligible to complete the Professional Assessment Process.

The Professional Assessment Process involves 3 components:

1. Oral Examination
2. Professional Assessment Project
3. Presentation to the Board

The framework for a Professional Assessment Project is outlined in the Survey Regulations 2020 under Regulation 7 – Other requirements – Standards of Competence. The Regulations prescribe that an applicant for licencing or registration must successfully complete a surveying project (or series of projects) to the satisfaction of the Board.

The final report from the Supervising Person and the Professional Assessment Project, are the principal means by which the Board is able to determine not only whether a candidate is technically competent, but also whether that person is fit and proper to be licenced or registered as a surveyor.

For the requirements of the Professional Assessment Project for licencing, a distinction is made between Registered Surveying Graduates who have completed the Master of Surveying at the University of South Australia and those who have not.

The 2 alternative pathways are further described in Annex A.

## SECTION 6 Professional Assessment Process

### ANNEX A TO SECTION 6

#### THE SURVEYORS BOARD OF SOUTH AUSTRALIA

#### PROFESSIONAL ASSESSMENT PROCESS FOR LICENCING OR REGISTRATION

RSGs who have successfully completed a Training Agreement in accordance with the Survey Regulations 2020 and received a recommendation from their Supervising Person as to their competence may then commence the Professional Assessment Process.

The process involves 3 components:

1. Oral Examination
2. Professional Assessment Project
3. Presentation to the Board

#### 1. ORAL EXAMINATION

The assessment process requires the Registered Surveying Graduate (RSG) to demonstrate competency through a formal oral examination. In the case of an application for licencing, the examination will be based on a series of questions and responses related to:

- A submitted portfolio of work provided by the RSG and
- Knowledge of the contents of modules contained within the RSG's Professional Training Agreement.

#### THE EXAMINATION

A panel to conduct the examination will be constituted by the Board and will consist of an external facilitator, the RSG Board supervisor and one other Board member.

The submitted portfolio of work will consist of the following:

- + Results of three cadastral surveys undertaken by the RSG during their Professional Training Agreement. The surveys should be of moderate to difficult boundary redefinition complexity with one at least being in a rural location. For each survey the RSG should provide electronic copies of search plans, final plan and definition report / annotated comparisons plan.
- + This information is to be emailed to the Registrar at least one full week prior to the examination date.

The examination panel will question the RSG on aspects of searching, field and computational techniques and the adopted boundary redefinition associated with the three surveys

To conclude the examination, a series of questions related to knowledge of cadastral surveying and land administration / development legislation and professional practice. Ethics requirements for surveyors will also be directed to the RSG.

#### RECOMMENDATIONS TO THE BOARD FOR APPROVAL

Based on the RSG's ability to answer the questions during the examination, the panel will recommend to the Board the RSG's performance be assessed as either satisfactory or unsatisfactory. The panel's recommendation will be considered at the next Board meeting and the RSG advised accordingly.

In the event of an unsatisfactory assessment, the Board will require the RSG to undertake a supplementary oral examination within six months of the first examination. The requirements for the supplementary examination will be as determined by the Board.

Should the RSG be unsuccessful in the supplementary examination, the RSG's Supervising Person will be requested to meet with the Board to formulate a revised training, and oral examination schedule for the RSG to undertake.

# SECTION 6 Professional Assessment Process

## ANNEX A TO SECTION 6

### 2. PROFESSIONAL ASSESSMENT PROJECT

There are 2 alternative ways to complete a Professional Assessment Project:

**Single Project Pathway – refer 2A**

**Master of Surveying Graduate Pathway – refer 2B**

Professional Assessment Project Guidelines for Graduates and Supervising Persons are included in Annex B.

#### 2A. Single Project Pathway

##### 2A.1 Submission of Proposals

Registered Surveying Graduates are required to submit an outline of any proposed Project to the Registrar in the first instance via a duly completed Form 5 together with the prescribed fee. This will be a once only payment.

This fee is intended to cover the incidental expenses and administrative expenses of the Board.

##### 2A.1 Submission of Proposals (continued)

If the proposed Project is a Cadastral Project (for Licensing under the Act), the submission should contain a spatial cadastre plot, outlining the extent of the Survey, a preliminary LTO search printed out and photos of the area showing examples of occupation available. It should also contain a short outline of why the proposal would be suitable as a professional assessment project and that it meets the required criteria.

On receipt of the proposed project, the Registrar will present it at the first available Board meeting where it will be reviewed for suitability and an Examiner appointed.

Normally the Examiner will be a Board member but on occasions where a project is specialised a suitably qualified person may be consulted to assist.

If a project is rejected as being unsuitable, it will be returned to the graduate with whatever instructions the Board decrees. A project may be deemed unsuitable in the first instance and the appointed Examiner may be given the authority by the Board to vary the extent or work to be carried out. Under such circumstance the Examiner will deal directly with the graduate.

##### 2A.2 Procedure

Graduates will undertake an appropriate professional project leading to either general registration or a licence.

For graduates seeking licencing, it is perceived that they will choose a Rural or Urban cadastral project, based on the area they have had the least experience in.

**In the case of a rural cadastral project, desired elements would be:**

- + Expected field duration of 2 to 3 days.
- + Mixture of old and new occupation.
- + Some original section or hundred boundaries.
- + First redefinition of a road alignment.
- + A reasonable length of bending road boundaries.
- + Adjoining a mid-20th century Survey (pre EDM and calculators).
- + Reasonable chance of finding some very old or original marking.

## SECTION 6 Professional Assessment Process

### ANNEX A TO SECTION 6

#### 2A.2 Procedure (continued)

In the case of an urban cadastral project, desired elements would be:

- + Expected field duration of 2 to 3 days.
- + Mixture of old and new occupation.
- + Reasonable chance of finding some very old occupation
- + Some unreliable Start Points.
- + First redefinition of a road alignment.
- + Questionable previous recent definition.
- + Significant difference to title dimension.

#### 2A.3 Project Assessment

On conclusion of the project, it will be assessed by the board under recommendation of a board appointed examiner. All necessary field / office work and computations will be assessed.

If the graduate is unsuccessful then another project will be required to be undertaken. This process will continue until the graduate is successful or other alternatives are agreed to.

The graduate may then be required to undertake:

- + an Identification Survey for Licencing OR
- + a specified secondary assessment project for general registration in the presence of a member of the Board.

If, following all of the above, the graduate remains unsuccessful then the graduate and the Supervising Person will be consulted by the Board. The reasons for the lack of success will be discussed and remedial action recommended. The graduate and the Supervising Person will be required to undertake this process again after the expiry of at least a six month period. This process will continue until the graduate is successful or other alternatives are agreed to.

### 2B. Master of Surveying Graduates Professional Assessment Project for Licencing Pathway

This pathway requires the graduate to maintain a portfolio of work undertaken during the course of their Training Agreement, and selected contents of this portfolio to be examined by the Board.

#### 2B.1 Submission of Projects

Candidates are required to submit an application for assessment of a Professional Assessment Project to the Registrar via a duly completed Form 5, a copy of which is in Annex D, together with the prescribed fee. This fee covers incidental and administrative expenses of the Board.

The form is to be attached to the Professional Assessment Project and will be presented to the Board by the Registrar at the first available Board meeting. On receipt of the application and Project, the Board shall appoint two members to act as Examiners. The Examiners will liaise directly with the candidate to arrange a suitable time for analysis and examination of the Project with the candidate.

# SECTION 6 Professional Assessment Process

## ANNEX A TO SECTION 6

### 2B.2 Contents of Project Assessment Project

The final report is to consist of an outline of four surveying projects that have been completed during the course of the candidate's Professional Training Agreement. The reports of three cadastral projects and one project from the candidate's "Other" category of experience are required.

The projects will be of sufficient scope and complexity to adequately test the candidate's surveying knowledge and skills in the appropriate areas. The three cadastral projects shall consist of two certified surveys and one identification survey – two of the surveys shall be from rural areas and one survey shall be from an urban area.

A brief (approx.500 words) written report providing an overview of each project is required for submission together with search and final plans as appropriate. For cadastral surveying projects particular emphasis in the report should be placed on the adopted boundary redefinition.

### 2B.3 Project Examination Format

The examination is to consist of a two hour oral (viva voce) test to enable the candidate to demonstrate competency in each of the projects undertaken. The graduate will be required to answer questions from the Examiners related to the project contents and general boundary redefinition principles as appropriate.

During the course of the examination, the candidate will be given the opportunity to present search material and provide details of field and computational procedures undertaken. For the cadastral projects an extensive analysis of the adopted boundary redefinition and options considered for each survey will be required.

### 2B.4 Project Assessment

- + The Examiners will report to the Board on the results of the test at the next Board meeting. The Board will award a pass or otherwise and may in some cases require:
  - + Further work to be completed on the current project
  - + Another project to be submitted
  - + A written report or essay on a chosen topic to be submitted.

### 3. Final Presentation to the Board

On successful completion of the Project, the graduate will be invited to give a presentation at the next Board meeting on a topic related to the surveying profession, unless otherwise authorised by the Board Examiners, Committee not defined in this document. Subject to a satisfactory presentation, the candidate will be awarded a Certificate of Registration or a Licence.



# SECTION 6 Professional Assessment Process

## ANNEX B TO SECTION 6

### THE SURVEYORS BOARD OF SOUTH AUSTRALIA PROFESSIONAL ASSESSMENT PROJECT GUIDELINES

#### 1. Guidelines for Graduates and Supervising Persons

The following guidelines are not intended to cover every aspect relating to Professional Assessment Projects but they have been set down to assist Registered Surveying Graduates and their Supervising Persons in their liaison with the Board.

**Work on a project shall not commence until:**

1. The candidate has satisfied Board requirements in respect of practical experience.
2. The project has been approved by the Board and an examiner appointed.

The candidate is not to commence the project before discussion with the examiner.

- + A time limit for completion of the project shall be set. Generally no longer than six months will be allowed, subject to extension at the Board's discretion.
- + The candidate is to make adequate arrangements with the examiner to facilitate site inspections and observation of field processes.
- + On completion of the project all resulting material is to be submitted to the examiner. This is expected to be of the candidate's own work and will include:
  - Field notes
  - Evidence of calibration of equipment
  - Results of computations
  - Supporting evidence and written material
  - Final plans (at the discretion of the Board)
  - Final Report (guidelines attached as Annex B)
- + In the case of a cadastral survey project, field notes are to be of a standard as set out in Section 16 of the Cadastral Survey Guidelines.
- + In the case of a cadastral survey project, plans shall be in a form suitable for lodging in the Lands Titles Office. Reference should be made to the Plan Presentation Guidelines available on the Land Services SA website.
- + The examiner will report to the Board within a reasonable period of receiving the results of the project.
- + The Board will award a pass or otherwise and may in some cases require:
  - Another project to be carried out
  - Further work to be done on the current project
  - A written report or essay be submitted on a chosen topic.

# SECTION 6 Professional Assessment Process

## ANNEX B TO SECTION 6

### 2. Guidelines for Presentation of Final Report

These guidelines are for use by Registered Surveying Graduates in preparing their final report to be presented to the Board Examiner as part of their Professional Assessment Project.

The following layout for the report can be modified to suit each individual project. The layout includes items particular to a cadastral project, which would not be relevant to projects in other disciplines.

#### 1. INTRODUCTION

#### 2. PROJECT BRIEF

#### 3. BACKGROUND AND SEARCH

#### 4. FIELD TECHNIQUE

#### 5. BOUNDARY REDEFINITION

- a. Options considered
- b. Board Examiners, Committee not defined in this document.

#### 6. CONCLUSION

#### 7. APPENDICES

- a. Copy of Final Plan  
(does not have to be personally drafted but mud map must be personally prepared by graduate and in a form suitable for lodging in the LTO)
- b. Annotated Plan showing Data Comparisons
- c. Traverse Information and Adjustments
- d. Copy of Field Notes & Site Photographs
- e. Printout from PC Plans Closure
- f. Copies of Survey Search

## SECTION 7 Registration and Licensing

### FORMS TO BE USED

Listed below are forms referred to throughout Section 7 of these procedures to be used for various applications submitted to the Surveyors Board of South Australia regarding registration or licencing.

Copies of these forms are available under Section 16 Forms.

<b>Section 16: Form 6</b>	Application for a licence or registration
<b>Section 16: Form 7</b>	Application for renewal of registration or licence
<b>Section 16: Form 8</b>	Certificate of registration
<b>Section 16: Form 9</b>	Licence
<b>Section 16: Form 10</b>	Letter of Accreditation
<b>Section 16: Form 11</b>	Application for Licensing under Mutual Recognition Legislation
<b>Section 16: Form 12</b>	Issue of Duplicate Certificate of Registration or Licence

### FEES

Fees payable in respect of action to be completed in this section are found in Section 17 Fees. A fee is payable with the lodgement of the appropriate form.

### PROTOCOL FOR PROCESSING PAYMENTS

When issuing invoices, the following procedure applies to the processing and recording of Credit Card information provided on the original invoice for application forms relating to licencing, registration or services provided by the Surveyors Board SA (ISASA Inc.).

Payment details made by credit card noting details provided by payer, will be noted on Invoice copy only with the with following information:

- + The payment type;
- + Bank Authorisation number;
- + Date payment processed – (for Bank Reconciliation purposes only);
- + Original Invoice provided by mail or email with Credit Card information MUST be destroyed;
- + This procedure applies to the services noted below and or any other payments made to the Surveyors Board SA:
  - + Application for Registration as a Surveying Graduate;
  - + Application by a Natural person for a licence or registration;
  - + Application for renewal of registration or licence;
  - + Application for approval for proposed practical experience;
  - + Application to carry out Professional Assessment Projects;
  - + Application for assessment of Overseas Qualification.

## SECTION 7 Registration and Licensing

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### ISSUE OF REGISTRATION CERTIFICATE AND LICENCE

New registration certificates shall be in the format of Form 8.

New Licence certificates shall be in the format of Form 9.

When duly authorised, the Registrar shall select the next succeeding certificate of registration or licence, have all necessary printing etc. carried out and record the name and date of the person to whom the certificate or licence refers.

A wafer seal will be affixed to the certificate and sealed with the Division seal and signed by the Chairman of the Board and the Registrar.

### PROMULGATION OF THE NAMES OF NEWLY REGISTERED OR LICENSED SURVEYORS

The Register is to be amended immediately and the Surveyor General advised in writing. In addition a notice to the effect is to be placed in the Division's newsletter.

### PUBLICATION OF THE REGISTER

Following each renewal period the Register will be printed in the South Australian Government Gazette and any additions or deletions may be published in a midterm edition of the gazette.

### RENEWAL OF REGISTRATION OR LICENCE

This is to be effected during the period April to June in each year (Section 21, Survey Act 1992). To facilitate this, renewal forms will be sent to the recorded address of each surveyor whose name appears on the Register.

### LATE RENEWALS

The Board may consider any late renewal of registration or licence but may impose a late renewal fee.

### REINSTATEMENT TO THE REGISTER

All requests for reinstatement to the Register are to be in writing and accompanied by a completed Form 7 and the prescribed fee.

The Registrar will table the application at the first Board meeting after receipt.

The Board will assess the application and determine any other requirements which must be completed by the applicant in order for reinstatement to occur.

The Registrar will then amend the Register and advise the Surveyor-General.

## SECTION 7 Registration and Licensing

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### **MUTUAL RECOGNITION PROCEDURES AND REQUIREMENTS FOR THE OCCUPATION OF SURVEYOR UNDER THE MUTUAL RECOGNITION (SOUTH AUSTRALIA) ACT 1993 OR THE TRANS-TASMAN MUTUAL RECOGNITION (SOUTH AUSTRALIA) ACT 1999.**

This process applies to Licenced or Registered Surveyors from other Australian States or Territories or New Zealand seeking a Licence to practise cadastral surveying or Registration as a Surveyor in South Australia.

This procedure does not apply to previously registered or licensed surveyors in South Australia. Please contact the Registrar to ascertain the correct procedure for re-instatement of registration or licence.

Full details are available under [Section 14 Mutual Recognition Guidelines \(Annex A\)](#). [Application for Licensing under Mutual Recognition Legislation \(Form 11\)](#) is available under [Section 14 Mutual Recognition Guidelines \(Annex B\)](#) and [Section 16 Forms](#).

### **CERTIFIED CERTIFICATE OF REGISTRATION OR LICENCE**

The Registrar will on the direction of the Board provide a certified certificate of registration or licence to an application made in writing and on payment of the prescribed fee.

### **ISSUE OF A DUPLICATE CERTIFICATE OF REGISTRATION OR LICENCE**

On application in writing, accompanied by a Statutory Declaration duly witnessed and payment of the prescribed fee, the Board shall direct the Registrar to issue a duplicate Certificate of Registration or Licence to replace one lost or destroyed. Such certificate or licence shall be accompanied by Form 12.

### **ISSUE OF LETTER OF ACCREDITATION**

On application in writing and payment of the prescribed fee, the Board shall direct the Registrar to issue a Letter of Accreditation to a surveyor for on-forwarding to a Reciprocating Surveyors Board (Form 10).

### **ISSUE OF CONDITIONAL LICENCE**

As required by the South Australian Civil and Administrative Tribunal.

### **CANCELLATION OR SUSPENSION OF REGISTRATION OR LICENCE**

As required by the South Australian Civil and Administrative Tribunal.

### **DELIVERY UP OF CERTIFICATE OF REGISTRATION OR LICENCE**

As required by the South Australian Civil and Administrative Tribunal.

### **PRESENTATION OF CERTIFICATES OF REGISTRATION OR LICENCES**

These will normally be presented at the Surveyors Board meeting that grants the licence or registration. In the event that certificates are to be despatched by Australia Post, then they will be rolled in a cylinder, and posted by registered mail.

## SECTION 8 Assessment of Overseas Qualifications

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### THE BUREAU OF ASSESSMENT OF OVERSEAS QUALIFICATIONS (BAOQ)

The Bureau of Assessment of Overseas Qualifications (BAOQ) was established by the Reciprocating Surveyors Boards in 1974 to assess the qualifications of all overseas applicants seeking registration or licencing as a surveyor. An annual honorarium is paid by each Surveyors Board which form the Council of Reciprocating Boards of Australia and New Zealand (CRSBANZ).

### PROCEDURE

The outline procedure from receipt of an application to completion is as follows:

- + Applicant - provided with documents and fee is advised;
- + All documents received are scanned;
- + Invoice for Assessment sent to applicant;
- + Documents sent to Consulting Surveyors National (CSN) representative for assessment;
- + BAOQ assessment received and added to Board Agenda;
- + Board recommendation advised to applicant including a copy of the BAOQ Assessment.

### FEES

Before any assessment is commenced the appropriate fee is advised and invoiced to the applicant.

### PROMULGATION OF ADVICE

In advising an applicant of the decision of the BAOQ, any requirement for extra study must be carefully explained so that there is no doubt as to a likely workload. In many instances, an applicant may have a qualification which is equivalent to an Australian Bachelor degree but will lack any cadastral experience. Should such an applicant seek to become licenced, then the extent of extra formal study together with the requirements under the Act in respect of practical, supervised training and professional assessment projects must be advised.

### INTERVIEW WITH BOARD

In any interview which the Board may conduct with an applicant seeking recognition of overseas qualifications held, the degree of comprehension in spoken English language should be monitored. In some circumstances the use of an interpreter may be necessary.

## SECTION 9 Complaints, Investigations and Discipline

### INTRODUCTION

The functions in the Survey Act 1992 relating to complaints, investigations and discipline include:

- + making administrative arrangements for receiving, considering and investigating complaints against surveyors (Section 11(c));
- + lodging complaints (Section 35), carrying out investigations (Section 36) and where possible, resolution of the complaint by conciliation (Section 35(2));
- + proper cause for disciplinary action (Section 34);
- + the authority to initiate disciplinary action by referring a complaint to the South Australian Civil and Administrative Tribunal ('the Tribunal') (Section 37);
- + the disciplinary powers of the Tribunal (Section 38).

These functions have been delegated to the Surveyors Board of South Australia under clause 14 of the Rules of the Institution of Surveyors Australia, South Australia Division Incorporated. This section details procedures to be followed by the Board in receiving, considering and investigating complaints against licensed or registered surveyors or surveying services providers and disciplinary action by SACAT.

### FORMAT OF COMPLAINT

Where an inquiry or verbal complaint is received, the Registrar shall pass the complaint to the Chair of the Board. The Chair, in the first instance, shall verbally attempt to conciliate between the complainant and the licensed surveyor who is the subject of the complaint. The Chair shall also advise that if the complainant so desires, an official complaint can be made in writing to the Board.

For complaints received in writing, the matter of the complaint shall be included on the Agenda of the next meeting of the Board. If the Registrar believes insufficient detail was provided by the complainant, a request shall be made for additional information before forwarding the complaint to the Board for consideration.

### ASSESSMENT OF COMPLAINT

The Survey Act 1992 is specific in dealing with complaints lodged by the Surveyor-General in that these complaints must be investigated. In the case of complaints from other parties it is up to the Board to determine if an investigation is required (Section 36(1)).

On receipt of a complaint, if the Board considers the complaint to be without foundation or outside the jurisdiction of the Division's powers under the Survey Act 1992, it shall advise the complainant and if possible, offer suggestions that would assist in resolving the matter.

## SECTION 9 Complaints, Investigations and Discipline

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Where the Board considers there may be a case to answer the following procedure will apply:

- + complainant to be notified that their complaint is being investigated by the Board and are to be kept informed throughout the process of the progress of the investigation;
- + a copy of the letter of complaint, or in some circumstances, a summary of the complaint will be sent to the licensed surveyor or the surveying services provider named in the complaint requesting that a written response be provided to the Board within 14 days and upon receipt, this response shall be included on the Agenda of the next meeting of the Board;
- + at the meeting, the Board shall assess the complaint and the response and if there are no substantiated grounds then take no action, otherwise the following course of action is to be taken:
  1. either arrange conciliation (Section 35(2));
  2. or commence an official investigation (Section 36).

Where no action is to be taken the Board shall advise the complainant and the respondent in writing.

### CONDUCT OF INVESTIGATION

Before an investigation is commenced the Board must appoint a person and provide them with a certificate of appointment (Form 13) to carry out the investigation (Section 36(2) & (3)). In appointing an Investigator, the Board should be guided by the complexity and seriousness of the complaint:

- + where the body of the complaint suggests there may be grounds for disciplinary action, the Board shall engage a legal representative to carry out the investigation and as part of the briefing, nominate an appropriate person from whom the investigator shall obtain an opinion in the course of the investigation; or
- + in other cases it shall engage a suitably experienced licensed or registered surveyor to carry out the assessment but to maintain its independence and preclude any allegation of bias avoid appointing an investigator from its own ranks.

An investigator appointed by the Board has the authority to gather evidence in the form of records and equipment from the person under investigation or that person's employer, employee or partner (Section 36(4)). At the completion of the investigation, a comprehensive report shall be forwarded to the Board summarising the investigation.

Where the investigation is carried out by the legal representative, the report will set out any breaches of the Survey Act and/or Regulations and will recommend future actions to be considered by the Board.

When carrying out an investigation, correct investigative procedures must be followed as any irregularities could prejudice a later prosecution.



## SECTION 9 Complaints, Investigations and Discipline

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### CONSIDERATION BY THE BOARD

On conclusion of the investigation, the Board must consider the matters raised in the report, and:

- + if satisfied that there have been no breaches of the Survey Act and/or Regulations, the Board (or one of its members) should attempt to bring all parties together and resolve the conflict by mutual agreement (Section 35(2));
- + if the Board determines that a minor breach has been committed that does not warrant disciplinary action, and the surveyor or the surveying services provider under investigation has acknowledged the breach during the investigation, the Board shall advise the surveyor or the surveying services provider that it has noted the incident on the surveyor's or the surveying services provider's file, and advise the complainant. If there are any unresolved issues the Board shall offer mediation between the parties;
- + if the Board determines that there is a case to answer then it shall initiate disciplinary action (Section 37).

### DISCIPLINARY ACTION

The Board initiates disciplinary action by referring the complaint to the Tribunal (Section 37(1)). The complaint must set out the matters that are alleged to constitute proper cause for disciplinary action.

The Board must advise the Surveyor-General:

- + of a complaint lodged with the Tribunal (Section 37(2)); or
- + of an offence against the Survey Act 1992 uncovered during the course of the investigation (Section 37(4)).

At the request of the Surveyor-General the Board must provide copies of any information in its possession relevant to the investigation or prosecution.

### DISCIPLINARY POWERS OF THE TRIBUNAL

If the Tribunal is satisfied that proper cause exists for disciplinary action against the respondent, being a licensed or registered surveyor or being a surveying services provider, it may exercise any one or more of the following powers (Section 38):

- a. issue a reprimand;
- b. impose a fine;
- c. impose conditions on the respondent's licence or registration restricting the right of the respondent to practise surveying;
- d. suspend the respondent's licence or registration for a specified period until conditions have been met or until a further order;
- e. cancel the respondent's licence or registration;
- f. disqualify the respondent from being licenced or registered under the Survey Act 1992 either permanently or for a specified period until conditions have been met or until a further order;
- g. prohibit the respondent from carrying on business as a surveying services provider;
- h. prohibit the respondent from occupying a position of authority in a trust or corporate entity that is a surveying services provider.

## SECTION 9 Complaints, Investigations and Discipline

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### NOTIFICATION OF RESULTS OF DISCIPLINARY CASES

In all instances where disciplinary action has been taken pursuant to Sections 37 or 38 of the Survey Act 1992, the determination shall be reported to the Surveyor-General forthwith and published in the Division's official newsletter as soon as practicable after the appeal period of one month has expired following the conclusion of the case.

In addition the Surveyors Board will observe Operative Conference Resolution 1982/9 of the Council of Reciprocating Surveyors Boards of Australia and New Zealand.

This resolution states:

"That Boards provide to all Reciprocating Boards particulars of disciplinary action taken against surveyors, where:

- + a registration/licence to practise is suspended or revoked; or
- + a reprimand, fine or other penalty is imposed."

### CONCLUSION

The separate functions of complaints, investigations and discipline in accordance with the Survey Act 1992 are interrelated and are therefore combined in this one Section.

## SECTION 10 Ethics, Advertising and Professional Practise

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### **CODE OF ETHICS**

The Code of Ethics of the Institution of Surveyors Australia, South Australia Division Incorporated is the initial Professional Practise Rule of the Surveyors Board of South Australia under clause 29.1 of the Rules of the Institution of Surveyors Australia, South Australia Division Incorporated and remain until altered by the making of a By-Law.

(See Annex A).

### **ADVERTISING POLICY**

The Advertising Policy of the Division as promulgated from time to time is to be adopted.

(See Annex B).

### **SUPERVISION POLICY**

(Section 3– Definitions, Clause 7).

The Supervision Policy of the Division as promulgated from time to time is to be adopted.

(See Annex C).

### **PROFESSIONAL INDEMNITY INSURANCE POLICY**

The Professional Indemnity Insurance Policy of the Division as promulgated from time to time is to be adopted.

(See Annex D).

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX A TO SECTION 10

### PROFESSIONAL PRACTISE RULES OF THE SURVEYORS BOARD

Annexure to the Standard Operating Procedures  
 (Adopted as a By-Law pursuant to Rule 29.1 of the Institution of Surveyors Australia,  
 South Australia Division Incorporated Rules)

#### CODE OF ETHICS

##### A. Preamble

##### B. Interpretation

##### C. Ethics

##### D. Conduct

1. General conduct
2. Conduct for supervisors
3. Conduct towards clients
4. Conduct towards the profession

##### A. Preamble

Ethics are the rules of conduct based on honesty, integrity and courtesy. To merit the trust of the community, the respect of colleagues and the support of the Institution of Surveyors Australia, South Australia Division ("ISASA"), Members are required to comply with the Professional Practise Rules of the Surveyors Board – Code of Ethics ("the Code") regardless of the manner in which they provide Surveying Services, including but not limited to the provision of Surveying Services as an individual as an occupier of a position of authority in a trust or corporate entity (as that term is defined in section 4(6) of the Survey Act 1992) or as the occupier of a position of authority in a public sector organisation. In order to maintain public confidence in the professional standards of Members of the ISASA, it is essential that Members exhibit professional standards and conduct in carrying out their duties at all times.

Every Member of the ISASA must comply with the Code. A Breach of the Code may constitute unprofessional conduct, which may be investigated by the ISASA in accordance with the complaints process outlined in sections 35 and 36 of the Survey Act 1992, and the Standing Operating Procedures of the Surveyors Board of South Australia.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX A TO SECTION 10

### B. Interpretation

**Act** means the Survey Act 1992;

**Board** means the Surveyors Board of South Australia, the body established pursuant to the Rules to manage the affairs of the ISASA;

**Cadastral Survey** means any process of determining the boundaries of land by the measurement of angles and distances or point positioning;

**Code** means the Professional Practise Rules of the Surveyors Board – Code of Ethics;

**Graduate Surveyor** has the same meaning as a Registered Surveying Graduate and means a person who holds the prescribed academic qualifications and is registered as a surveying graduate with the Institution of Surveyors Australia, South Australia Division Inc. (ISASA);

**Interested Parties** means any one (1), or a combination of, a client, member of the public, employer, colleague or another Member;

**ISASA** means the Institution of Surveyors Australia, South Australian Division; **Licensed Surveyor** means a person who holds a licence as a surveyor under Part 3 Division 2 of the Act;

**Member** means a Member of the ISASA pursuant to Rule 6 of the ISASA Rules;

**Registered Surveyor** means a person who holds a registration as a surveyor under Part 3 Division 2 of the Act;

**Regulations** means the Survey Regulations 2020, as amended from time to time;

**Rules** means the ISASA Rules;

**Standing Operating Procedures** means the Procedures adopted by the Board, as amended from time to time;

**Supervised Person** means a Licensed Surveyor, a Registered Surveyor, a Graduate Surveyor, a Technical Surveyor or other such person that the Board may approve who carries out work under the direction and supervision of a Licensed Surveyor;

**Supervision** means the act, process or function of overseeing, directing or managing work;

**Supervisor** means a person who is a Licensed Surveyor and supervises the activities of others in the conduct of a cadastral survey, noting that sections 14 and 15 of the Act place obligations for a person carrying out certain work to be a Licensed Surveyor, or a person under the supervision of a Licensed Surveyor;

**Surveyor** means a person who is licenced or registered as a surveyor in accordance with Part 3 Division 2 of the Act;

**Surveying Services** means

- a. a cadastral survey; or
- b. any process of determining:
  - (i) the form of the land; or
  - (ii) the position (including height) of a point, object, structure or feature on or in land, by the measurement of distances, angles, heights or point positioning.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX A TO SECTION 10

### C. Ethics

Members must:

1. put the welfare and rights of the community before their responsibility to the profession of surveying, to other surveyors, and/or to sectional or private interests;
2. uphold the standards, honour and dignity of the profession;
3. not participate in any criminal or otherwise illegal activity during the course of their employment as a Surveyor such that the profession is brought into disrepute;
4. exercise their responsibilities and duties with the highest standards of honesty, integrity and courtesy towards all with whom they deal in their professional capacity, including but not limited to, their clients, employer (where relevant) and colleagues;
5. conform to the decisions of the Board on questions of ethics and conduct;
6. be scrupulous in the use of their employer's property and services (where relevant);
7. not undertake professional responsibilities and duties, and not accept a fee or reward for services, beyond their competence, or authority;
8. endeavour to advance the science and practise of surveying and the objects of the ISASA;
9. continue their professional development throughout their career in accordance with any continuing education requirements determined by the Board pursuant to section 26 of the Act;
10. when acting as a consultant, or when holding public office, perform their responsibilities and duties impartially, without fear or favour;
11. undertake to inform clients and/or employers, as the case may be, of any interests they have, which may adversely affect their judgement and/or the quality of the Surveying Services;
12. not accept any form of compensation for a particular Surveying Service from more than one (1) source without first disclosing the circumstances to, and receiving written approval from, all Interested Parties;
13. consider environmental concerns in accordance with the applicable relevant laws when carrying out professional operations and activities, including but not limited to Surveying Services;
14. build their reputation on merit and refrain from any form of unfair competition including but not limited to:
  - (i) using, or permitting another to use, a professional designation to which they have no entitlement;
  - (ii) offering inducements to secure work or advancement;
  - (iii) knowingly seeking to supplant another Surveyor who has been appointed by the client;
  - (iv) failing to comply, or being recklessly indifferent to ensuring compliance, with statutory provisions, Rules or Regulations governing the practise of surveying;
  - (v) accepting a fee which would preclude the Member from providing professional services at a level expected of a competent and trained professional;
  - (vi) advertising in a false or misleading manner, or in any way not in the interests of, the public or the profession;

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX A TO SECTION 10

### C. Ethics (continued)

15. ensure their professional practise complies with relevant legislation, notices and guidelines including but not limited to the:
- (i) Act;
  - (ii) Regulations;
  - (iii) Rules;
  - (iv) Code, as amended from time to time;
  - (v) Notices of the Surveyor-General made under regulations contained in Part 3 of the Survey Regulations 2020;
  - (vi) Standing Operating Procedures of the Board;
  - (vii) Cadastral Survey Guidelines;
  - (viii) Plan Presentation Guidelines;
  - (ix) outcome of any action taken against the Member in another State or a Territory, of the Commonwealth, or in New Zealand; and
  - (x) any other relevant, applicable, Commonwealth and South Australian legislation.

### D. Conduct

#### 1. General Conduct

In practising the profession of a Surveyor, Members must:

- 1.1. exercise unbiased and independent professional judgement;
- 1.2. not accept a fee or reward for work assignments that are outside of the scope of their professional competence or authority;
- 1.3. keep their knowledge and skills current by participating in relevant programs of continuing professional development ("CPD") as set out in the Board's CPD Policy, and as may be amended from time to time;
- 1.4. accurately convey, as far as reasonably practicable, their expertise, extent and limit of Surveying Services that they can provide;
- 1.5. comply with the Advertising Policy, Annexure to the Standing Operating Procedures of the Board, as may be amended from time to time;
- 1.6. not reveal or use any confidential facts, data or information obtained in the course of professional practise to derive a personal pecuniary or non-pecuniary benefit without the written permission of all Interested Parties, or as otherwise required by law; and
- 1.7. not reveal or use any confidential facts, data or information obtained in the course of professional practise to provide a pecuniary or non-pecuniary benefit to another person, partnership, trust or corporate entity, without the written permission of all Interested Parties, or as otherwise required by law.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX A TO SECTION 10

### 2. Conduct for Supervisors

In directing or supervising a Supervised Person, a Supervisor must follow the procedures outlined in the Supervision Policy, Annexure to the Standing Operating Procedures of the Board, as may be amended from time to time. In particular, the Supervisor:

- 2.1. must ensure that the assigned duties, services or tasks are competently completed in a timely manner and in accordance with professional standards;
- 2.2. will be held responsible for the quality and accuracy of all Surveying Services carried out by a Supervised Person under their Supervision;
- 2.3. must exercise a standard of Supervision that will ensure the Surveying Services have been carried out in accordance with accepted standards of surveying practise, exercising reasonable care and skill, and complying with all relevant legislation, notices and guidelines;
- 2.4. must take all reasonable steps to ensure that any Supervised Person who carries out delegated or subcontracted Surveying Services preserves the confidentiality of the information obtained through undertaking those Surveying Services;
- 2.5. pursuant to regulation 19 of the Survey Regulations 2020 ('Regulations') and the Surveyor-General's approved form of certificate to be completed to certify a plan of cadastral survey under regulation 19(1) of the Regulations, as may be amended from time to time, not sign certifications of plans and reports unless they were prepared and completed under their Supervision. For the avoidance of doubt, a Supervisor endorsing the certification of a plan of cadastral survey is responsible for the survey, irrespective of whether it was carried out by them or under their Supervision. A Supervisor certifying a survey carried out under their supervision must ensure the survey reflects their professional responsibilities and complies with relevant legislation, notices made under regulations contained in Part 3 of the Survey Regulations 2020 and guidelines.
- 2.6. must not allow a Supervised Person to undertake professional responsibilities and duties beyond their competence and/or authority; and
- 2.7. must encourage the professional development of all Surveyors, but particularly the development of Supervised Persons.

### 3. Conduct towards Clients

In dealing with clients, Members must:

- 3.1. be polite, courteous and professional at all times;
- 3.2. so far as reasonably practicable, and before undertaking Surveying Services, ensure the client has been fully informed of the implication of the professional services required, and in particular; the duration, volume of work and approximate cost of the Surveying Services;
- 3.3. immediately advise the client and their employer (where relevant) upon becoming aware of any actual or perceived conflict of interest that may impact the Member's ability to undertake the Surveying Services;
- 3.4. endeavour to return phone calls and other correspondence in a timely manner;
- 3.5. only access properties at reasonable times, and as agreed with the client or other persons for the purposes of carrying out work in connection with Surveying Services;
- 3.6. not reveal or use confidential facts, data or information obtained in the course of professional practise, for their benefit, or the benefit of another, other than the client, without the client's permission, or as required by law;
- 3.7. not make false charges for professional services rendered;



# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX A TO SECTION 10

### 3. Conduct towards Clients (continued)

In dealing with clients, Members must:

- 3.8. provide a detailed invoice in a timely manner, if requested by the client;
- 3.9. complete Surveying Services within a reasonable time frame and as agreed with the client;
- 3.10. advise the client of any errors or omissions made while carrying out Surveying Services as soon as reasonably practicable, and, wherever practicable, take appropriate steps to rectify those errors or omissions within a reasonable time frame;
- 3.11. respond to complaints in a timely, polite and respectful manner and advise their employer (where relevant) of the fact that a complaint has been received as soon as reasonably practicable; and
- 3.12. if the circumstance requires, inform the client of their right to lodge a complaint with the Board pursuant to section 35 of the Act and section 9 of the Standing Operating Procedures.

### 4. Conduct towards the Profession

In dealing with the Profession, Members must:

- 4.1. not directly or indirectly act to undermine the reputation or business prospects of another Surveyor;
- 4.2. not knowingly supplant other Surveyors either with, or without, agreement with their client.

## SECTION 10 Ethics, Advertising and Professional Practise

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### ANNEX B TO SECTION 10

#### ADVERTISING POLICY

1. For the purposes of this policy, 'Surveyor' includes a firm, professional or other body, organisation or group of registered or licensed surveyors regardless of whether such firm, body, organisation or group consists wholly or partly of registered or licensed surveyors.
2. A Surveyor may advertise professional services provided that such advertising:
  - + is not false, misleading or deceptive;
  - + is presented in good taste and would not be likely to bring the surveyor or profession into disrepute;
  - + does not belittle, compare or claim superiority over other surveyors.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX C TO SECTION 10

### 1. SUPERVISION POLICY

#### 1.1 BACKGROUND

Sections 14 and 15 of the Survey Act 1992 (the Act) as set out below place obligations for a person carrying out certain work to be a licensed surveyor or a person under the supervision of a licensed surveyor.

Section 14 - Obligation to be licenced to place survey mark

A person must not personally place a survey mark on or in land unless:

- a. he or she is a licensed surveyor; or
- b. he or she is acting under the supervision of a licensed surveyor; or
- c. the survey mark is placed in the course of a survey carried out as part of a course of training approved by the Institution of Surveyors.

**Penalty:** Division 5 fine.

Section 15 - Obligation to be licenced to carry out cadastral survey for fee or reward

A person must not carry out a cadastral survey for fee or reward unless:

- a. he or she is a licensed surveyor; or
- b. he or she is acting under the supervision of a licensed surveyor; or
- ba. the survey is carried out through the instrumentality of a licensed surveyor or a person acting under the supervision of a licensed surveyor; or
- c. the survey is carried out as part of a course of training approved by the Institution of Surveyors.

The aim of this policy is to provide guidelines for "supervision" deemed appropriate under the Act with the aim of maintaining the high quality standards required for cadastral surveys whilst recognising the need to have non Licenced Surveyors assisting in the conduct of the work.

#### 1.2 DEFINITIONS

For the purpose of this Policy the following definitions are set out, where the definition comes from the Survey Act the reference to the relevant section has been included. Other definitions have been developed for the purposes of this policy and do not come from the Act.

**Licensed Surveyor** means a person who holds a licence as a surveyor under Part 3 Division 2 (s4(1))

**Registered Surveyor** means a person who holds a registration as a surveyor under Part 3 Division 2 (s4(1))

**Graduate Surveyor** has the same meaning as a Registered Surveying Graduate and means a person who holds the prescribed academic qualifications and is registered as a surveying graduate with the Institution of Surveyors Australia, South Australia Division Inc. (ISASA).

**Supervising Person** means a person who is a Registered or Licenced Surveyor or other suitably qualified person whose occupation would contribute towards the practical experience required by the Registered Surveying Graduate to qualify as a Registered or Licenced Surveyor. The Supervising Person supervises the activities of others in the conduct of a Survey, noting that sections 14 and 15 of the Act place obligations for a person carrying our certain (cadastral) work to be a Licenced Surveyor, or a person under the supervision of a Licenced Surveyor;

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX C TO SECTION 10

### 1.2 DEFINITIONS (continued)

**Supervisor** means a person who is a Licenced Surveyor and supervises the activities of others in the conduct of a cadastral survey, noting that sections 14 and 15 of the Act place obligations for a person carrying out certain work to be a Licenced Surveyor, or a person under the supervision of a Licenced Surveyor; (B. Interpretation)

**Technical Surveyor** means a person holding a Certificate 4 or higher qualification in surveying and has at least two years of practical experience in surveying

**Supervised Person** is a

- + Licenced Surveyor or
- + Registered Surveyor or
- + Graduate Surveyor or
- + Technical Surveyor or
- + Other such person that the Surveyors Board of South Australia may approve who carries out work under the direction of a Licenced Surveyor.

Note: Supervised Persons are encouraged to comply with Professional Development requirements of the Surveying and Spatial Sciences Institute so as to validate their contemporary knowledge of surveying standards and practise.

**Supervision** means the act, process or function of overseeing, directing or managing work.

**Survey** means

- a. a cadastral survey; or
- b. any process of determining:
  - i. the form of land; or
  - ii. the position of a point, object, structure or feature on or in land, by the measurement of distances and angles (including measurement by means of an electronic device) or by photogrammetry; (s4(1))

Note: Regulation 6(8) of the Survey Regulations 2020 provides definition for a prescribed supervisor. A prescribed supervisor relates to the training of surveyors and does not undertake a separate role under this policy.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX C TO SECTION 10

### 1.3 PRINCIPLES OF SUPERVISION

The over-riding principle in respect to supervision is that a Supervising Surveyor Person is responsible for surveys carried out under his or her supervision.

Whether supervised persons are working in the office or the field it is the role of the Supervising Person to ensure that their work is appropriately supervised. Any deficiencies in their skills, the quality of their work product, and professionalism (particularly in relation to clients) should be addressed and rectified. A Supervising Person should exercise a standard of supervision that will ensure the survey reflects his or her professional responsibilities and complies with relevant statutes, guidelines and notices made under regulations contained in Part 3 of the Survey Regulations 2020.

The extent of Supervision required will vary according to the experience, skills and ethics of the supervised person. The level of oversight required of the supervising surveyor will depend on the circumstances of individual supervised persons and projects. The Supervising Person must be confident that the Supervised Person is capable of carrying out their role at the required level of ability.

For different projects, the same Supervised Person may require General Supervision in one task and Immediate Supervision in another. The Supervising Person is responsible for correctly and appropriately allocating or assigning tasks commensurate with the abilities of the Supervised Person and providing the appropriate level of supervision for each task.

In particular, for Surveying Graduates under a training agreement this involves an exposure to a broad range of surveys and experience to appropriately prepare them for their future role as a professional surveyor.

The extent of time the Supervising Person is present on site must be given particular consideration due to the wide range of variables associated with field work.

To provide guidance two categories of supervision are established, Immediate Supervision and General Supervision.

### 1.4 SUPERVISED PERSONS

Any person carrying out work under the supervision of a Supervising Person must be a Licensed Surveyor.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX C TO SECTION 10

### 1.5 IMMEDIATE SUPERVISION

Immediate Supervision means the Supervising Person is expected to have a significant level of involvement with the Supervised Person. This involves but is not necessarily restricted to the following:

- + Briefing the Supervised Person on the purpose and details of their required duties before the supervised person commences their involvement with the survey;
- + Accompanying the Supervised Person on site as deemed necessary, but always at the early stage of the supervised person's training;
- + Being present on site on sufficient occasions to ensure that the Supervised Person is given ongoing direction and so that questions and issues are able to be addressed expeditiously;
- + Inspecting the marking and physical aspects of the survey, particularly critical survey marks and occupation, and reviewing the field notes;
- + Upon completion of field work effecting closures and such checks and verification of the Supervised Person's work as to be confident of the completeness, quality and accuracy of the work product undertaken;
- + Verifying that all statutory requirements have been complied with;
- + Discussing all aspects of the survey at the completion of their work.

Based upon the circumstances of each case the Supervising Person will decide when this level or frequency of Immediate Supervision should be reduced, taking into consideration the demonstrated ability of the Supervised Person to plan and implement their work program.

### 1.6 GENERAL SUPERVISION

General Supervision means the Supervising Person continues to be wholly responsible for the work of the supervised person. However the level of oversight and review is reduced over time reflecting the Supervising Person's professional assessment of the knowledge, skill and competency of the supervised person.

However, to comply with the requirements of the Act some level of supervision is always required if a Cadastral Survey is to be undertaken by a person other than a Licenced Surveyor. General Supervision will remain the minimum in these circumstances. General Supervision may involve the following:

- + Instruction on the requirements for, and any unusual or difficult aspects of, the survey and associated tasks and possible methods of approach, especially if new procedures are involved;
- + Progress checks of the unusual or complex features of the survey task;
- + A detailed and comprehensive review of the assignment on completion. Regardless of what level of supervision is exercised, the Supervising Person should be aware of any risks or circumstances which may not be evident from office examination and deliberations. In some circumstances this may require the Supervising Person to personally attend on site.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX C TO SECTION 10

### 1.7 GUIDELINES TO APPLICATION

Due to the varied level of competence of the Supervised Person and of the surveys themselves, the level of supervision required will retain some degree of professional judgment. All surveys carried out under supervision require General Supervision regardless of the qualifications and experience of the Supervised Person. The following guidance is to be used to make an assessment of surveys requiring the higher benchmark of Immediate Supervision in the conduct of a cadastral survey:

Supervised Person	Survey Requiring Immediate Supervision (see definitions below)		
	Boundary Pegging	Simple Cadastral Survey	Complex Cadastral Survey
Graduate Surveyor < 6 months	X	X	X
Graduate Surveyor 6 - 18 months		X	X
Graduate Surveyor > 18 months			X
Graduate Surveyor > 18 months <sup>1</sup>			
Technical Surveyor < 1yr Cadastral Experience	X	X	X
Technical Surveyor > 1yr Cadastral Experience			X
Registered Surveyor < 1yr Cadastral Experience		X	X
Registered Surveyor > 1yr Cadastral Experience <sup>1</sup>			
Licenced Surveyor			

<sup>1</sup> A Surveyor in this category would be expected to have gained significant experience in complex cadastral surveys before General Supervision is considered appropriate.

**Boundary Pegging:** A simple survey where all definition issues are resolved, sound survey control exists and the boundary corners are well defined mathematically.

**Simple Cadastral Survey:** A survey where the major task is in measurement and following sound survey practise. Simple boundary definition applies.

**Complex Cadastral Surveys:** These surveys may display complexity from a number of issues such as logistics (eg remote rural area), terrain (eg rough terrain or vegetation adding complexity), complex Community Titles, complex boundary definition, new style of survey not seen by the Supervised Person, etc.

Supervising Persons should maintain records of supervision and may be called upon by the Board to justify the level of supervision provided in the conduct of a survey that is found to fall below the required standards.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX C TO SECTION 10

### 1.8 COMPLIANCE

Failure to comply with this policy may result in the taking of disciplinary action in accordance with section 34(1) of the Survey Act.

### 2. ROLE OF A SUPERVISING PERSON

A proposed agreement to accept a Registered Surveying Graduate for practical experience shall not be approved unless the Supervising Person has had at least two years experience, post registration or licence, acceptable to the Board.

Supervising Persons have the important responsibility for the standards of supervision of registered surveying graduates and the subsequent reporting of their progress, especially in the major category of cadastral surveying.

Supervising Persons must ensure that Registered Surveying Graduates receive high quality instruction, are supervised properly and are reported on in a timely, accurate and unbiased manner. Supervising Persons must provide constructive feedback on the graduate's performance.

#### 2.1 SUPERVISING PERSONS' RESPONSIBILITIES

The responsibilities of the Supervising Person include:

- + assessing and reporting on the Graduate's competencies and tailoring the training agreement accordingly;
- + documenting in the training agreement the skills, competencies, attitudes, experiences which the Graduate is expected to attain;
- + defining the scope of training planned for the Graduate;
- + providing the range of experience necessary for the Graduate's development;
- + providing the tuition and guidance for the Graduate's development;
- + being wholly responsible for the correct performance of jobs by the Graduate;
- + treating the Graduate's development as of primary importance;
- + providing effective feedback to the Graduate;
- + ensuring reports to the Board are submitted on time and of sufficient quality and detail for the Board to understand and monitor the Graduate's development;
- + determining when the Graduate will be ready to commence the Professional Assessment Project after the approved training period has been satisfactorily completed to satisfy the Regulations;
- + determining when the Graduate will be ready to commence the Professional Assessment Project after the approved training period has been satisfactorily completed to satisfy the Regulations;
- + clearly stating in the Professional Training Agreement the extent of the supervisor's responsibility (if any is accepted) for arranging or participating in training (of a stated nature) which is not available within the Supervisor's practise or organisation (to clarify the extent or basis of the PTA it is beneficial to list the scope of work normally done by the Supervisor, and to identify any required professional development opportunities which the Supervisor cannot personally provide).



# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX C TO SECTION 10

The Supervising Person is not committed to successfully completing the Graduate's development within any time frame, even though a time schedule is included in the agreement. The length of time necessary to complete the training is heavily dependent on the endeavours of the Graduate and available work.

Supervising Persons are to encourage graduates to participate in appropriate CPD programmes.

A Supervising Person shall not supervise more than two Registered Surveying Graduates at any one time and may only have supervision over two graduates if one of the graduates has gained at least twelve months experience acceptable to the Board.

Supervising Persons reports are required at six monthly intervals. Reports should be to a level of detail that provides the Board with an accurate assessment of the Registered Surveying Graduate's competence.

The Supervising Person shall report to the Board in the manner shown in Form 4 (including the Practical Experience report table) on the work carried out by the Registered Surveying Graduate. An example of the report table for a cadastral candidate is attached at Annex D to this Section. A template spreadsheet of the report table is available from the Registrar on request.

Failure by the Supervising Person to report to the Board 2 months after the completion of each 6-month period may result in practical experience not being considered by the Board.

Reports should also include commentary on the following:

- + the ability to lead a field party and to perform efficiently and accurately in the field and to arrive at conclusions based on a sound knowledge of the principles of surveying;
- + a detailed statement of the type of work supervised, the location, duration and position held by the graduate (eg assistant or party leader);
- + an assessment of the competency of the graduate with respect to each survey;
- + an assessment of the graduate's comprehension of the principles involved in the survey;
- + an overall assessment of the graduate's progress and capabilities;
- + CPD activities undertaken.

In addition, each report shall include a copy of the training agreement with an assessment by the Supervising Person of the level of competency the surveying graduate has achieved against each of skill sets identified in the agreement.

An assessment from the Registered Surveying Graduate outlining their perspective on the training provided shall be attached to the report.

When the Registered Surveying Graduate has completed their training program and the Supervising Person is satisfied that they have reached a satisfactory level of competence to be considered for licencing or registration, the Supervising Person must submit a final report to the Board.

The final report is to be submitted in letter form and to contain a summary of the Registered Surveying Graduate's experience together with an estimation of the degree of professionalism attained, relation with others, personal appearance, client relationships and overall competence to carry out surveys without supervision.

Registered Surveying Graduates will not be permitted to commence a Professional Assessment Process until the final report has been lodged with and approved by the Board.

The onus to submit the final report as well as the routine training reports rests with the Supervising Person.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX D TO SECTION 10

### PROFESSIONAL INDEMNITY INSURANCE POLICY

Date of Adoption: 1 October 1993 cover \$250,000

Date of Adoption: 12 December 2001 cover amended to \$500,000

Date of Adoption: 22 September 2004 cover amended to \$1,000,000

Date of Adoption: 18 March 2010 cover amended to \$2,000,000 (to commence 1 July 2011)

1. That 'Practicing Surveyor' be defined as any surveyor, licenced or registered under the Survey Act 1992 carrying out a survey under the Act or providing professional advice.
2. That permanent employees should be considered to be exempt from having to take out their own cover providing that their employer has sufficient cover for the work being undertaken as part of his/her employment but that at the time of renewal of licence or registration, be required to divulge these details.
3. That no exemptions should be granted under Section 19(2), except for those employees covered by paragraph 2 above.
4. That contract surveyors should provide their own cover.
5. That unless a casual employee is covered by their employer's PI Insurance they should provide their own cover.
6. That each surveyor should be covered to a minimum of \$2,000,000 but should reflect the scope of the work being undertaken.
7. Surveyors who have not made satisfactory arrangements regarding 'Professional Indemnity Insurance' as required by the Act, will not have their registration or licence renewed until such time as the South Australia Division is satisfied.
8. Registered or licenced surveyors should ensure that on any change of employment they remain covered by the appropriate amount of Professional Indemnity Insurance as required by the Survey Act 1992.
  - + This is of particular importance to surveyors who were employed in a Government agency that indemnified its employees or those in the private sector who were covered under some form of Corporate Professional Indemnity Insurance;
  - + Surveyors should also check with the appropriate Surveyors Board of any requirements in this regard when seeking to be registered or licenced via a 'Letter of Accreditation' in another state;
  - + In addition, surveyors who maintain their registration or licence in this state but are permanently living interstate and have certified that they do not intend to practise in South Australia, should consult their insurance brokers to ensure that they remain covered against any claim against work previously carried out in this state.

# SECTION 10 Ethics, Advertising and Professional Practise

## ANNEX D TO SECTION 10

### CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY AND PROCEDURES

The SBSA provide CPD activities in conjunction with SSSI & CSSA to meet the requires of the Act and the Board's CPD policy.

The Board provides one annual cadastral surveying workshop and the AGM. At the discretion of the Board, subsequent Board endorsed CPD points may be allocated for significant cadastral content offered by SSSI and CSSA at their workshops and events.

Continuing Professional Development is the process by which a person maintains the quality and relevance of their professional ability and is identified by two key components:

- Professional Experience; and
- Continuing Education

#### **Administration of the CPD Policy**

The SBSA, through the Registrar, will have access to the CPD records enabling review of the requirements under the Survey Act 1992. Confidentiality will be strictly maintained. An official record sheet is to be used to assist both the SBSA and Licenced Surveyors to keep accurate records. Members must maintain individual records on the proforma sheet provided with licence renewal documents or a copy is available for download from the SBSA website.

To satisfy the SBSA CPD requirements a Licensed Surveyor shall:

- accumulate a **minimum of 15 CPD points** per financial year.
- of these 15 points, a minimum of 6 points must be from attending SBSA Endorsed events which will have a specific Cadastral Surveying Focus.
- maintain a record of their CPD activities, on the forms provided.
- sign a statement, attached to the annual renewal of licence, confirming they have obtained the required CPD points and hold copies of the necessary records.
- validate in writing, their CPD record for the previous 12 months (to a minimum of 15 points), if requested in writing by the SBSA.
- the CPD year will commence on **1 July each year** in line with the Licence Renewal requirements.

Members can seek exemption from the Board where extended breaks occur in their professional career, due to sickness, travel, maternity / paternity leave, career change etc. Exemptions will be applied proportionally to the time taken.

# SECTION 11 Annual Report, Board Election & Responsibilities

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## ANNUAL REPORT

The Annual Report is to be drafted by the Registrar during the month of August in any year and a copy provided to the Chairman of the Board.

The format to be used is shown in Annex B.

The completed final version of report and audited Statement of Affairs is to be tabled at the meeting of the Board in September and then presented at the Annual General Meeting of the Division.

Once accepted by the Board and presented at the Annual General Meeting of the Division, five copies of the report are to be bound and sent under cover of a letter signed by the Chairman of the Board to the Minister prior to 30 September (Annex A).

A copy of the report is then to be sent to each Reciprocating Surveyors Board and each South Australian Board Member.

# SECTION 11 Annual Report, Board Election & Responsibilities

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## BOARD ELECTION

- 1.1 Every twelve months, following the end of the financial year, the Registrar shall call for nominations for half of the Board members;
- 1.2 Each nomination for election as a member of the Board shall be made by Members on the prescribed form and be in the hands of the Registrar at least 14 days prior to the third Friday of the second month following the end of the financial year.
- 1.3 In every case the signed consent of the candidate nominated for election stating that the Member is willing to accept such office if elected shall accompany the nomination paper.
- 1.4 Where nominations are in excess of the number required to fill the vacancies, a ballot of Members entitled to vote will be held.
- 1.5 Where nominations are below the number required to fill the vacancies, the Board then elected shall fill the vacancy or vacancies by the appointment of any Member.
- 1.6 A ballot paper containing an alphabetically ordered list of the names of the offices for which they have been nominated, shall be prepared and forwarded by the Registrar to each Member before the third Friday in the second month following the end of the financial year and shall be returned to the Registrar by mid-day on the first Friday of the third month following the end of the financial year.
- 1.7 Three scrutineers shall be appointed by the Board to examine the ballot papers and report in writing to the Chairman, the names of the successful candidates in alphabetical order, without disclosing the number of votes obtained by each. No candidate participating in the ballot shall be eligible for appointment as a scrutineer.
- 1.8 After the counting of the ballot, all the ballot papers, together with the scrutineers' reports, shall be placed in an envelope by the scrutineers, sealed and handed to the custody of the Registrar, who shall be responsible for the destruction of these records immediately after the Annual General Meeting.
- 1.9 The Chairman of the Board shall announce at the Annual General Meeting the names of the successful candidates elected to office. In the event of there being an equality of votes for any office, the candidate holding office at the time of the election shall be deemed to be re-elected. Where the equality of votes occurs in regard to two or more candidates, neither of whom holds office at the time of the election the Chairman shall have a casting vote.

# SECTION 11 Annual Report, Board Election & Responsibilities

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## BOARD RESPONSIBILITIES

1. At the first Board meeting following the Annual General Meeting, the Registrar will open the meeting and declare all Board Positions are up for re-election.  
 Positions include:
  - + Chair,
  - + Treasurer
  - + Academic Member
  - + Survey Audit Committee (2 positions)
2. Following the election of the new Board the Registrar will hand the meeting over to the Chair.
3. Surveyors Board Meetings are held at 5.30pm on the third Thursday of each month except December at 11.00am on 1st Thursday of December.
4. Meetings are to be conducted in the office Board Room of the Surveyors Board SA Level 7 West, 50 Grenfell Street Adelaide SA 5000.
5. The Chair will discuss the roles and responsibilities of each Board member as set by the Government of South Australia Boards and Committees  
<https://www.dpc.sa.gov.au/responsibilities/boards-and-committees> and  
<https://dpc.sa.gov.au/responsibilities/boards-and-committees/resources-andpublications/Boards-and-Committees-Guidelines.pdf>
6. Confidentiality of Information (Page 29 South Australian Government Boards and Committees – Guidelines for Agencies and Board Members).

Subject to any applicable legislation or terms of reference approved by the responsible minister, all matters discussed or considered by a government board or committee (including papers prepared for and/or considered by the board) should be considered confidential unless instructed otherwise by the responsible Minister. Board members may not discuss, distribute or release confidential information received in their capacity as a member to a person outside of the board or committee (except to disclose to legal advisers to the extent necessary for the purpose of obtaining legal advice).

# SECTION 11 Annual Report, Board Election & Responsibilities

ANNEX A TO SECTION 11

## SURVEYORS BOARD LETTERHEAD

ABN 64 491 798 870

750/Year/1

Date

The Hon (Name) MP  
Minister for (Portfolio)  
Parliament House  
ADELAIDE SA 5000

Dear Minister

In accordance with Section 13 of the Survey Act 1992, I have the honour to present the Annual Report of the Institution of Surveyors, Australia, South Australia Division Incorporated for the year ending 30 June 20.....

Yours sincerely

(Signature block)

Chair

# SECTION 11 Annual Report, Board Election & Responsibilities

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ANNEX B TO SECTION 11



## THE SURVEYORS BOARD OF SOUTH AUSTRALIA

SURVEY ACT 1992

ANNUAL REPORT FOR YEAR ENDING 30 JUNE.....

A committee of management of the Institution of Surveyors Australia,  
South Australia Division Incorporated ABN 64 491 798 870

Level 7 West

50 Grenfell Street Adelaide SA 5000

Phone 08 8212 0343

Postal GPO Box 1349 Adelaide SA 5001

Email [board@isasa.org.au](mailto:board@isasa.org.au)

Website [www.surveyorsboardsa.org.au](http://www.surveyorsboardsa.org.au)



## SECTION 12 Introduction

### ANNEX B TO SECTION 11

#### ANNUAL REPORT CONTENT

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2. The Board
3. Chair Report – Surveyors Board
4. Statistics
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10. Appendix A – The Financials
11. Report – by Members of the Committee
12. Independent Auditors Report
13. Statement of Profit & Loss
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18. Auditor’s Disclaimer
19. Statement of Income and Expenditure
20. Appendix B – SA Government Gazette Survey Act 1992 Register
21. Appendix C – UniSA
22. Appendix C – Pathways

## SECTION 12 Statement of Affairs

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### DATE OF SUBMISSION

To be submitted to the Division Auditor no later than 31 July each year.

### FORMAT

This must be generally as presented by the Division Auditor.

### SCOPE OF AUDIT

This additional audit will only cover those monies received or expended in accordance with the *Survey Act 1992*.

The appropriate Sections of the Act are as follows

Section	Item
12	Fees and levies
26	Continuing education
58	Levy on lodgement of plans

## SECTION 13 The Register of Surveyors

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### FORMAT

The Register shall show the following information in respect of each surveyor registered or licenced:

- Surname
- Given Names (as appropriate)
- Address for the services of notices
- Date of first registration or licence

The Register shall be maintained with the following sub-divisions:

- Registered Surveyors
- Licenced Surveyors
- Non practising surveyors will be designated by the letters 'NP' in front of their surname.

### MAINTENANCE OF REGISTER

The Register shall be kept up-to-date at all times in the format described above.

### PUBLIC NOTIFICATION

The Register is to be printed in the South Australian Government Gazette in July of each year and any additions or deletions may be printed in the gazette in January.

Normally only two updates will be printed in any one year.

The following are to receive copies of the Register on each update:

- Board Members
- Surveyor-General
- Reciprocating Surveyors Boards.

### NOTIFICATION OF CHANGE OF ADDRESS

Each person shown on the Register is to advise any change of address in writing to the Registrar within 10 days of any such change.

### NOTIFICATION OF CHANGE OF NAME

Each person shown on the Register is to advise any change of name in writing to the Registrar within 10 days of any such change.

### NOTIFICATION OF CHANGE FROM NON PRACTISING STATUS

This is to be advised immediately and full details of professional indemnity insurance forwarded in the event that an exemption from the requirement to have such insurance has been granted.

## SECTION 13 Emeritus Members

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### **MEMBERSHIP - The Membership List**

The Registrar shall keep and maintain from time to time the Membership List and the Membership List shall contain such information as the Board may from time to time require. Every member shall furnish the Registrar with all information required when called upon so to do.

The Membership List shall be kept in such a form as to readily show the various classes of membership.

### **MEMBERSHIP - Proposals for Admission**

A proposal for admission as a member class except an Emeritus Surveyor shall be in accordance with a prescribed form ( Form 7) in which the applicant's signature name, postal address, qualifications or registration under the Survey Act shall be stated and which shall contain an undertaking by the candidate if and when admitted to conform with the Rules.

A proposal for admission as a Member of the Division shall be sent in the first instance to the Registrar. The suitability of a candidate for admission into the class of Member shall be determined by the Board following consideration of any recommendation made thereon by the Registrar.

When an applicant is admitted the applicant shall be notified by the Registrar and his or her name shall be enrolled on the Membership List of the Division.

### **Emeritus Surveyor**

Two Members of the Division may nominate a person as an Emeritus Surveyor.

Such class of membership shall be honorary and upon such nomination being received by the Division the nomination shall be considered by the Board at its next regular meeting and the Board may appoint the nominee as an Emeritus Surveyor.

Upon appointment the provisions of Rule 8 shall not apply to Emeritus Surveyors.

- + An Emeritus Surveyor shall not be a Member.
- + Emeritus Surveyors shall not pay any fees to the Division.

### **MEMBERSHIP - Resignation**

A member of any class desiring to discontinue membership of the Division shall tender his or her resignation in writing to the Registrar and the Board shall accept the resignation.

# SECTION 13 Emeritus Members

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## APPLICATION FORM – EMERITUS SURVEYOR

### PERSONAL DETAILS

FAMILY NAME: .....

GIVEN NAME/S: .....

DATE OF BIRTH: .....

ADDRESS: .....

SUBURB: ..... POSTCODE: .....

TELEPHONE NO: ..... MOBILE NO: .....

EMAIL: .....

### PROPOSAL

We, as current Members of the Institution of Surveyors Australia, South Australia Division Inc. propose the applicant from personal knowledge and full conviction of his suitability for admission.

PROPOSER: ..... SIGNATURE: .....

SECONDER: ..... SIGNATURE: .....

### APPLICANT'S DECLARATION

As a long standing member, or former member of the Institution of Surveyors Australia, South Australia Division Inc. of Seniority or service to the Division, I hereby make application for membership classification Emeritus Surveyor.

I agree that if this application is accepted by the Institution of Surveyors Australia, South Australia Division Inc. I will conform to the Rules of the Division.

SIGNATURE: ..... DATE: .....

---

**OFFICE USE ONLY** Date of receipt of proposal: .....

Admission as Emeritus Surveyor approved at the Surveyors Board Meeting on .....

## SECTION 13 Emeritus Members

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### PRIVACY ACT 1988 (CTH)

1. The Institution of Surveyors Australia, South Australia Division Incorporated ('Division') will collect the personal information in this Application.
2. You may contact the Division concerning the collection of the personal information during business hours at:

**Surveyors Board of South Australia**

Committee of management of Institution of Surveyors Australia,  
 South Australian Division Incorporated

GPO Box 1349, Adelaide SA 5001  
 Level 7, West 50 Grenfell Street Adelaide SA 5000

Phone        08 8212 0343  
 Email        [isasa@isasa.org.au](mailto:isasa@isasa.org.au)

3. You will be able to gain access to the personal information stored in the records of the Division.
4. The personal information is collected for the purposes of the recording of your membership of the Division and all matter arising under the Constitution of the Division as a result of that membership.
5. If you do not provide the information the main consequences will be that your membership of the Division will not be achieved.
6. As far as possible the personal information collected by the Division will be supplied by you.

## SECTION 14 Mutual Recognition

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### MUTUAL RECOGNITION PROCEDURES AND REQUIREMENTS FOR THE OCCUPATION OF SURVEYOR UNDER THE MUTUAL RECOGNITION (SOUTH AUSTRALIA) ACT 1993 OR THE TRANS-TASMAN MUTUAL RECOGNITION (SOUTH AUSTRALIA) ACT 1999

This process applies to Licenced or Registered Surveyors from other Australian States or Territories or New Zealand seeking a Licence to practise cadastral surveying or Registration as a Surveyor in South Australia.

This procedure does not apply to previously registered or licensed surveyors in South Australia. Please contact the Registrar to ascertain the correct procedure for re-instatement of registration or licence.

Process to be followed is attached as Annex A.

Form 11 is to be used for an Application for Licensing under Mutual Recognition Legislation.

## MUTUAL RECOGNITION PROCEDURES AND REQUIREMENTS FOR THE OCCUPATION OF SURVEYOR UNDER THE MUTUAL RECOGNITION (SOUTH AUSTRALIA) ACT 1993 OR THE TRANS-TASMAN MUTUAL RECOGNITION (SOUTH AUSTRALIA) ACT 1999

### INTRODUCTION

This process applies to Licenced or Registered Surveyors from other Australian States or Territories or New Zealand seeking a Licence to practise cadastral surveying or Registration as a Surveyor in South Australia.

If you have previously been registered or licenced in South Australia, the procedure below does not apply. Please contact the Registrar to ascertain the correct procedure for re-instatement of your general registration or licence.

### DEEMED GENERAL REGISTRATION OR LICENSING

Deemed general registration or licencing is granted from the date of lodgement of the application. Deemed general registration or licencing continues until it is made substantive or until it is cancelled or refused by the Institution of Surveyors, Australia, South Australia Division Inc (the Division). Deemed applicants must be notified of such decisions within one calendar month from the deemed general registration or licencing date. Sections 31, 34 and 35 of the Commonwealth Mutual Recognition Act 1992, outline the appeal provisions that apply to any decision of the Division regarding general registration or licencing.

### SUBSTANTIVE GENERAL REGISTRATION OR LICENSING

Substantive general registration or licencing may be postponed or refused in cases where, for example, statements made in the application are found to be materially false or misleading. Substantive general registrants or licencees will be issued with an original Certificate of General Registration or Licence which provides evidence of general registration or licencing. General registrants or licence holders are subject to disciplinary procedures or arrangements under the law in the State of South Australia where they practise.

### CONDITIONAL GENERAL REGISTRATION OR LICENSING

Conditions may be applied to a surveyor's deemed or substantive general registration or licence. Conditions or restrictions on professional practise of an interstate or New Zealand applicant may be imposed if the Division is of the view that this is necessary to achieve equivalence of occupation. The certificate of 'deemed general registration or licencing' will indicate the duration of and any conditions that apply to the surveyor's practise.

### REVIEW OF DECISIONS AND COSTS

Subject to the Administrative Appeals Tribunal Act 1975, applications may be made to the Tribunal for review of a decision of the Division in relation to its functions under the Mutual Recognition Act 1992 (Commonwealth). The Tribunal may order a party in proceedings before it to pay costs if the party has acted unreasonably.



# SECTION 14 Mutual Recognition

## ANNEX A TO SECTION 14

### VERIFICATION OF INFORMATION

A local registering or licencing authority in a State, Territory or New Zealand must, when requested, provide information to the Division in regard to an application for general registration or licencing. The Division, as the recipient of this information is subject to any law relating to secrecy or confidentiality that applies under the law of the State of South Australia under which it is constituted or exercises its functions.

### APPLICATION

1. A written application in accordance with Section 19 of the Mutual Recognition Act 1992 (Form 14) must be completed and returned to the Registrar with the relevant documents to be witnessed by a Justice of the Peace only, and
2. The original or a complete and accurate copy of your current certificate of General Registration or Licence or Annual Practising Certificate from the State or Territory or New Zealand on which your application is based, and
3. Documented evidence of change of name (ie Marriage Certificate, Deed Poll) if general registration or licencing is sought under a name different from that appearing on required documentation, and
4. Evidence of surveying practise in the last five years, ie a Statement of Service or official reference on an employer letterhead, signed by the appropriate senior officer.

This must include:

- + your name
- + position held
- + dates of employment

Applicants who have not been employed as a surveyor within the past five years may have conditions imposed on their general registration or licence until such time as their competency to practise as a surveyor is proven. This may require an individual to undertake an approved re-entry programme.

### PRESCRIBED FEES

The fees for general registration or licencing are as approved by the Minister for each renewal period. GST is NOT applicable.

### PROCESSING OF APPLICATIONS

This cannot be undertaken until all the preceding requirements are met.

## SECTION 15 Miscellaneous Procedures

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### 1. NOTIFICATION OF CHANGE OF ADDRESS

All registered or licensed surveyors and registered surveying graduates are to advise their change of address in writing to the Registrar within ten (10) days of such change occurring.

### 2. SERVICE OF NOTICES

Notices of an important or statutory nature are to be posted to the address held by the Registrar and proof of postage obtained. Official notification of any matter may also be printed in the Division's newsletter.

### 3. COMMENTS AND SUGGESTIONS

These will always be welcome from all members of the profession and should be in writing. Anonymous comments and suggestions will not be considered.

### 4. ATTENDANCE AT MEETINGS

From time to time surveyors and graduates will be invited to appear before the Board. Formal instructions as to time, method of entry and the waiting area will be specified in writing. Recipients of such an invitation are to advise their attendance or otherwise to the Registrar at least 7 days before any such attendance.

### 5. VISITS

Separate instructions will be advised for any visits either by or from any person.

### 6. SURVEYORS BOARD NOTICES

From time to time the Surveyors Board may issue notices of either a demonstrative or cautionary nature. They will be published in the Division's newsletter.

### 7. REGISTERED GRADUATE WORKSHOPS

A registered graduate surveyors workshop will be held each year, at the discretion of the Board, in conjunction with the relevant School at the University of South Australia.

### 8. CHECKLISTS

To ensure that correct procedures are followed and no item is overlooked, checklists for the processes listed below are at:

- Annex A - Registration or licencing as a surveyor for the first time
- Annex B - Registration of Graduates entering into a Training Agreement
- Annex C - RSG training agreement 6 monthly reporting
- Annex D - RSG applying to commence Professional Assessment Process.

## SECTION 15 Miscellaneous Procedures

### ANNEX A TO SECTION 15

#### CHECKLIST FOR REGISTRATION / LICENCING FOR THE FIRST TIME

NAME.....

ADDRESS.....

1. SECTION 16: FORM 6 TO BE COMPLETED
2. PROFESSIONAL INDEMNITY INSURANCE REQUIREMENTS COMPLETE
3. FEES PAID
4. UPDATE MYOB ENTRY
5. DELETE FROM RSG LIST
6. ORGANISE PREPARATION OF CERTIFICATE
7. INVITE TO NEXT MEETING FOR PRESENTATION
8. ENTER ON REGISTERED / LICENCED SURVEYOR REGISTER
9. ADVISE SURVEYOR-GENERAL

# SECTION 15 Miscellaneous Procedures

## ANNEX B TO SECTION 15

### CHECKLIST FOR REGISTERED SURVEYING GRADUATES ENTERING INTO A TRAINING AGREEMENT

NAME.....

ADDRESS.....

SUPERVISOR.....

ADDRESS.....

DATE COMMENCED.....

DATE	ACTION	COMMENTS
	Send forms appropriate to new application and information - See website <a href="http://www.isasa.org.au">www.isasa.org.au</a> .	
	Add to Board Agenda on receipt of Training Agreement	
	Create New file in Zero	
	Create New File - Time Schedules Excel	
	Enter onto Allocation of Board Supervisors	
	Enter details into Contacts in Email and add to RSG Group List	
	Sight evidence of qualifications	
	Invoice for Fees (Refer Sec 17)	
	Check Form 1	
	Complete Form 6	
	Complete Form 7	
	Receipt Fees	
	Send First Letter to Graduate and Board Supervisor Allocated	
	Invite to Meet the Board	

# SECTION 15 Miscellaneous Procedures

## ANNEX C TO SECTION 15

### 6 MONTHLY PRACTICAL EXPERIENCE CHECKLIST - REGISTERED TRAINING GRADUATES

NAME.....

ADDRESS.....

SUPERVISOR.....

ADDRESS.....

DATE COMMENCED.....

DATE	ACTION	COMMENTS
	Practical Experience Report Received Including CPD Register and Self Assessment	
	Update Time Schedule and highlight	
	Add to next Board Agenda Item:      Meeting date:	
	Update Allocation of Board Supervisors Table.	
	Print all copies for RSG File Save to Drop Box Files for Meeting	
	Stamp Agenda Item to report	
	Email Report to Board Supervisor and updated time schedule.	
	File copy of report in Graduates file	
	Minute Board recommendations	
	Prepare 6 Monthly letter to Graduate, Supervisor and Board Supervisor	
	Complete Time Schedule with Board approval	
	Prepare to email and copy Supervisor, RSG & Board Supervisor – print email copy and save to file	
	Stamp Graduates report on file with approval stamp and sign.	
	Notes/Recommendations:	
	Check Email address and Xero file for contact details	

# SECTION 15 Miscellaneous Procedures

## ANNEX D TO SECTION 15

### PROFESSIONAL PROJECT ASSESSMENT CHECKLIST - REGISTERED TRAINING GRADUATES

NAME.....

ADDRESS.....

SUPERVISOR.....

ADDRESS.....

DATE COMMENCED.....

DATE	ACTION	COMMENTS
	Advise Training Graduate of Board Recommendation	
	Print out SOP Item 6 (Pages 44 - 59) Protocol for Professional Assessment Projects	
	Email Letters to Graduate, Supervisor and Board Supervisor	
	Update Board Supervisor Allocation and record date for PAP.	
	Prepare Invoice for Licence Application Print - Form 6	

# SECTION 15 Miscellaneous Procedures

## ANNEX D TO SECTION 15

### ON RECEIPT OF PROJECT REQUEST

DATE	ACTION	COMMENTS
	On Receipt of Project request add to Agenda	
	Minute and note Board Examiner to Graduate Stamp Report	
	Send PAP Approval Letter to Graduate and copy to Examiner	
	Update Board Supervisor Allocation	
	Record Time on Examiner for Payment	
	Schedule Professional Project Presentation	
	Prepare letter to Graduate inviting presentation time and date; <ul style="list-style-type: none"> <li>• Including Form 6,</li> <li>• Prepare Invoice for licence.</li> </ul>	
	Advise Registrar for Certificate Number	
	Email Cadastral Specialist at office of the Surveyor-General DPTI after successful	
	Email Graduate Image of presentation, and CPD requirements – copy employer and Board Examiner	
	Update Licence Register with licence details	
	Update CPD Register with new Licence	
	Add to Government Gazette updates	
	Check Email address and Xero File for contact details	

## SECTION 16 Forms

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### FORMS TO BE USED

A complete list of forms in use together with an example and instructions for completion are at Annex A.

### Accountable Forms

Certificates of Registration and Licences are accountable forms and are to be sequentially numbered.

### Completion

A form is deemed to be completed when dated and signed by the originator and, if appropriate, witnessed. Incomplete forms are liable to be returned to the originator.

### Lodgement

All forms to be lodged with the Registrar.

### Fees

Where appropriate, any fee required to be paid when a form is lodged is to accompany the form. A receipt will only be issued on request.

Cheques should be made payable to: The Institution of Surveyors Australia, South Australia Division Inc.

Credit Card facilities are available for Visa or MasterCard only.

EFT payment details: BankSA, Adelaide, BSB: 105-900 / Account No: 140005140

### Notification and Acceptance

As most forms require Board approval before becoming official, notification may be delayed until such forms etc, are tabled at an appropriate Board Meeting.

### Division Seal

The Division Seal shall be affixed to Certificates of Registration or Licences, Letters of Accreditation and Certificates of Appointment and signed by the Chairman and Registrar.

When not in use, the Division Seal is to be kept under lock and key.



**SURVEYORS BOARD FORMS**

<b>FORM</b>	<b>TITLE</b>	<b>FEE</b>
1.	Application for Registration as a Surveying Graduate (Refer Sec 5, 15)	Yes
2.	Application for approval for proposed practical experience (Refer Sec 5, 15)	Yes
3.	Agreement to accept a registered surveying graduate for practical experience (Refer Sec 5, 15)	No
4.	Report of Practical Experience (Refer Sec 5, 10)	No
5.	Application to carry out Professional Assessment Projects (Refer Sec 6)	Yes
6.	Application by a Natural Person for a licence or registration (Refer Sec 7, 15)	Yes
7.	Application for renewal of registration or licence (Refer Sec 7)	Yes
8.	Certificate of Registration (Refer Sec 7)	Yes
9.	Licence (Refer Sec 7)	Yes
10.	Letter of Accreditation (Refer Sec 7)	Yes
11.	Application for Licensing under Mutual Recognition Legislation (Refer Sec 7, 14)	Yes
12.	Certificate of Appointment to conduct an Investigation (Refer Sec 9)	No
13.	Registered Surveying Graduate - 6 Monthly Reporting Checklist	No
14.	Complaint Form	No



**FORM 2**

Refer Sections 5, 15

THE SURVEYORS BOARD OF SOUTH AUSTRALIA  
SURVEY REGULATIONS 2020

**APPLICATION FOR APPROVAL FOR PROPOSED PRACTICAL EXPERIENCE**

I.....  
[full name]

of.....  
[address for publication] Post Code

a registered surveying graduate apply for approval to serve a

period of (from) ..... (to) ..... (state period)

practical experience with .....a \* Licensed or Registered Surveyor  
registered with the Surveyors Board of.....

I propose to serve the period of practical experience pursuant to Section 6 of the Survey

Regulations 2020 in the major category of.....surveying

and in the minor category of.....surveying.

A Registered Surveying Graduate, under a current training agreement with the Board, is eligible for Associate Membership of the Institution of Surveyors Australia, South Australia Division Incorporated. (No additional fee required).

Please check the box if you do not consent to being an Associate Member.

Dated this.....day of.....20.....

Signature of Registered Surveying Graduate .....

\* Delete and insert appropriate occupation where period of practical experience is being served with a person other than a registered surveyor.

\*\* Include dates from/to as well as period.



**FORM 4**

Refer Sections 5, 10

THE SURVEYORS BOARD OF SOUTH AUSTRALIA  
SURVEY REGULATIONS 2020

**REPORT OF PRACTICAL EXPERIENCE**

I.....  
[full name]

of.....  
[address for publication] Postcode

a Surveyor licensed or registered with the Surveyors Board of South Australia, report  
that....., a registered surveying graduate  
has gained practical experience under my direction and supervision for a period of ..... weeks  
from..... to .....

A detailed report and record of practical experience gained, role and competency achieved is attached.

Dated this.....day of.....20.....

.....  
Signature of Graduate Surveyor

**FORM 4** (continued)

Refer Sections 5, 10

**REPORT OF PRACTICAL EXPERIENCE**

(This table is available from the Registrar in .xlsx format)

**Form 4 Practical Experience Report**

<b>Name:</b>	<b>Supervisor:</b>
<b>Major Category: Cadstral</b>	<b>Minor Category: Engineering</b>
<b>Report Period:</b>	

Category	Survey Type	Location	Duration (Days)	Position Held	Level of Supervision	Competency Level	Comprehension of Principles
Urban Cadastral	Certified						
	Major Pegging						
	Outer-Boundary						
	Community Title						
	Identification						
	PSM Coordination						
	Easment						
	Drafting						
	Administration						
<b>Total Days</b>							
<b>Total Weeks</b>							
Rural Cadastral	Certified						
	Outer-Boundary						
	PSM Coordination						
	Easments						
	Drafting						
	Administration						
<b>Total Days</b>							
<b>Total Weeks</b>							
Engineering	Detail						
	Setout						
	Design						
	As-constructed						
	Drafting						
	Administration						
<b>Total Days</b>							
<b>Total Weeks</b>							
Office	Quoting/Project Management						
	Planning						
<b>Total Days</b>							
<b>Total Weeks</b>							
Professional Development							
Leave (incl Public Holidays)							

**Total Weeks** Must total 26 weeks

Running Total	Percentage
Urban Cadastral	
Rural Cadastral	
Engineering	
Office	
Professional	
Leave	
<b>Total</b>	

Legend	
<b>Location</b>	Various/Office
<b>Position Held</b>	Party Leader
	Surveyor
<b>Supervision</b>	Drafter N/A
	High/Fair/Low/N/A
<b>Competency</b>	High/Fair/Low/N/A
<b>Comprehension</b>	High/Fair/Low/N/A

**FORM 5**

Refer Section 6

THE SURVEYORS BOARD OF SOUTH AUSTRALIA  
SURVEY REGULATIONS 2020

**APPLICATION TO CARRY OUT PROFESSIONAL ASSESSMENT PROJECTS**

I.....  
[full name]

of.....  
[address for publication] Postcode

hereby make application to carry out the following Professional Assessment Project(s):

\*.....

An outline of the proposed Project(s) is / are attached.

I understand that the project(s) may be varied, modified or rejected by the Surveyors Board in the event that it is not of sufficient complexity or for any other valid reason of which I will be advised.

**The prescribed fee of \$.....is enclosed.**

Dated this.....day of.....20.....

.....  
Signature of Surveyor

\* Insert here 'Category' and location or Section and Hundred

**FORM 6**

Refer Sections 7, 15

**APPLICATION BY A NATURAL PERSON FOR A LICENCE OR REGISTRATION  
UNDER THE SURVEY ACT, 1992 ("THE ACT") (SECTION 31)**

I.....  
[ full name ]

of.....  
[ address for publication ] Postcode

apply for a licence / registration (delete inapplicable alternative) under the Act.

I have the following academic qualifications

.....(degree or diploma)

awarded by.....(University or College)

I have completed the following period of practical experience as required under the Act:

Period.....Supervisor.....

I confirm that I have current Professional Indemnity Insurance cover with  
(insert name of Insurance company).....and that by  
virtue of that agreement I will be compensated to the appropriate extent in the event that I suffer  
loss by reason of civil liability incurred in the practise of surveying **OR**

I claim exemption under Section 19(2) of the Act on the following basis:  
.....

Please tick box if you do not consent to being a member of the Institution of Surveyors Australia,  
South Australia Division Incorporated (included in the registration / licence fee).

Dated this.....day of.....20.....

Signature of Applicant.....Witness.....

Please complete the following details for the Register.

Employer:	
Telephone:	
Mobile:	
Email:	
Date of Birth:	





FORM 7 (continued)

Refer Section 7

APPLICATION FOR RENEWAL OF REGISTRATION OR LICENCE  
UNDER SECTION 22 OF THE SURVEY ACT 1992

3. I advise that pursuant to section 26 of the Act, during the currency of my previous licence from 1 July 20..... to 30 June 20....., I have engaged in continuing professional development as required by the Institution of Surveyors Australia, South Australia Division Incorporated and have accrued ..... Continuing Professional Development (“CPD”) Points during this period.

My CPD Register for the licencing period of 1 July 20..... to 30 June 20..... is attached to this licence renewal.

4. I confirm that (delete and answer where appropriate):

In the preceding 12 months, I have / have not been the subject of a complaint to the Institution of Surveyors Australia, South Australia Division Incorporated pursuant to section 35 of the Act, (or in any other State Division of the Institution of Surveyors Australia).

If yes, provide further details (attach additional information where necessary):

.....  
.....  
.....

In the preceding 12 months I have / have not been the subject of an allegation that I have breached a provision of the Professional Practise Rules of the Surveyors Board - Code of Ethics as established under the Professional Practise Rules of the Surveyors Board of South Australia.

If yes, provide further details (attach additional information where necessary):

.....  
.....  
.....

In the preceding 12 months I have / have not been the subject of an allegation or a finding that I have committed any offence under any legislation in South Australia, another State or a Territory, or of the Commonwealth.

If yes, provide further details (attach additional information where necessary):

.....  
.....  
.....

**FORM 7** (continued)

Refer Section 7

**APPLICATION FOR RENEWAL OF REGISTRATION OR LICENCE  
UNDER SECTION 22 OF THE SURVEY ACT 1992**

**Note:**

Section 22(1) of the Act sets out the matters to which the Institution of Surveyors South Australia Division Incorporated must be satisfied of, prior to granting an application for a licence or registration under the Act.

In particular, section 22(1)(a) of the Act provides that the Institution of Surveyors South Australia Division Incorporated must be satisfied that you are a fit and proper person to be licenced or registered under the Act.

The Institution of Surveyors South Australia Division Incorporated reserves the right to seek further information from you for the purpose of satisfying itself that you are a fit and proper person to be licenced or registered under the Act, prior to granting an application or a licence or registration.

The Institution of Surveyors South Australia Division Incorporated may grant an application for a licence with conditions pursuant to section 23 of the Act.

- 5. I agree that the information provided may be collected and retained by the Institution of Surveyors Australia, South Australia Division Incorporated and may be disclosed at its discretion, including publication on the Surveyors Board of South Australia website.

I hereby DECLARE that all particulars provided by me in this application are true and correct to the best of my knowledge and belief.

Dated this.....day of.....20.....

Signature of Applicant .....

**This form must be completed and returned with payment by 30 JUNE 20.....**

The Institution of Surveyors Australia, South Australia Division Incorporated's Privacy Statement under the Privacy Act 1998 (Cth) starts on the next page.

**FORM 7** (continued)

Refer Section 7

**APPLICATION FOR RENEWAL OF REGISTRATION OR LICENCE  
UNDER SECTION 22 OF THE SURVEY ACT 1992****Privacy Act 1988 (Cth)**

- 1.1 The Institution of Surveyors Australia, South Australian Division Incorporated ("Division") will collect the personal information in this Application.
- 1.2 You may contact the Division concerning the collection of the personal information during business hours at:  
  
Surveyors Board of South Australia  
Committee of Management of the Institution of Surveyors Australia  
South Australian Division Incorporated  
GPO Box 1349, Adelaide SA 5001  
Level 7 West 50 Grenfell Street Adelaide SA 5000  
Phone 08 8212 0343 Fax 08 8212 0445  
Email [isasa@isasa.org.au](mailto:isasa@isasa.org.au)
- 1.3 You will be able to gain access to the personal information stored in the records of the Division.
- 1.4 The personal information is collected for the purposes of:
  - 1.4.1 registration/licencing as a surveyor under the Survey Act 1992 ("Act") and all purposes for which the Division has duties and responsibility under that Act, including disclosure as required to South Australian Government Departments, any Court or Tribunal, or any other relevant oversight body as required by law;
  - 1.4.2 recording details of Professional Indemnity Insurance;
  - 1.4.3 recording of your membership of the Division, if you have elected to be a member of the Division, and all matters arising under the Constitution of the Division as a result of that membership; and
  - 1.4.4 the publishing of your details on the website of the Division ([www.surveyorsboardsa.org.au](http://www.surveyorsboardsa.org.au)) to inform the public of your registration/licencing as a surveyor under the Act, to enable members of the public to contact you for commercial purposes.
- 1.5 If you do not provide the personal information required, your registration/licencing will not be processed, your membership of the Division will not be achieved, and your details will not be published on the Division's website.
- 1.6 The personal information collected by the Division is to be supplied by you.

**FORM 8**

Refer Section 7

**CERTIFICATE OF REGISTRATION**

This is to Certify that

.....

having satisfactorily completed the prescribed requirements, has been registered under the provisions of the Survey Act, 1992, and is subject to all requirements and conditions including CPD and annual fees, is authorised to practise as a surveyor in South Australia.

Sealed with the common seal of the Division this .....day of .....20.....

Chairman.....

Registrar.....

Registration No. ....

**FORM 9**

Refer Section 7

**LICENCE**

This is to Certify that

.....

having satisfactorily completed the prescribed requirements, has been licenced under the provisions of the Survey Act, 1992, and subject to paying the annual fee, is authorised to practise as a licensed surveyor in South Australia.

Sealed with the common seal of the Division this .....day of .....20.....

Chairman.....

Registrar.....

Registration No. ....

**FORM 10**

Refer Section 7

**THE SURVEYORS BOARD OF SOUTH AUSTRALIA  
LETTER OF ACCREDITATION**

This is to certify that .....is a surveyor licenced to practise in South Australia and is not subject to actual or possible disciplinary action.

The following conditions apply: Nil

Date of First Licence: .....

Date of Expiry of Current Licence: 30th June.....

Dated this .....day of.....20.....

No: .....

**Seal**

Chairman.....

Registrar.....





**FORM 11** (continued)

Refer Sections 7, 14

**APPLICATION FOR REGISTRATION OR LICENCING  
UNDER THE MUTUAL RECOGNITION (SOUTH AUSTRALIA) ACT 1993  
OR THE TRANS-TASMAN RECOGNITION (SOUTH AUSTRALIA) ACT 1999  
STATUTORY DECLARATION**

5. I am not otherwise personally prohibited from carrying on the practise of surveying in any State, Territory or New Zealand and am not subject to any special conditions in carrying on that occupation, as a result of criminal, civil or disciplinary proceedings in any State, Territory or New Zealand.
6. My general registration or licence in another State, Territory or New Zealand  
is  subject to special conditions (please attach details)  
is not  subject to any special conditions.
7. I consent to the Institution of Surveyors Australia, South Australia Division Inc (the Division) making enquiries of, and the exchange of information with, the authorities of any State, Territory or New Zealand regarding my activities in the practise of surveying or otherwise regarding matters relevant to the notice.
8. I have  I have not   
been registered or licenced in South Australia previously.
9. I attach evidence of my current registration or licence in  
.....  
(State, Territory or New Zealand)
10. I attach the first registration or licence fee of \$.....(Pro rata adjusted)

**FORM 11** (continued)

Refer Sections 7, 14

**APPLICATION FOR REGISTRATION OR LICENCING  
 UNDER THE MUTUAL RECOGNITION (SOUTH AUSTRALIA) ACT 1993  
 OR THE TRANS-TASMAN RECOGNITION (SOUTH AUSTRALIA) ACT 1999  
 STATUTORY DECLARATION**

Made and declared at .....  
 this.....day of.....20.....

**SIGNATURE OF APPLICANT**.....

BEFORE ME.....JUSTICE OF THE PEACE  
 (acknowledging points 1 – 10)

**\*\*ALL DOCUMENTS MUST BE ORIGINALS OR PHOTOCOPIES CERTIFIED AS A TRUE COPY OF THE ORIGINAL  
 BY A JUSTICE OF THE PEACE\*\***

Completed documentation should be forwarded to:

**The Registrar**  
**Surveyors Board of South Australia**  
 GPO Box 1349, Adelaide SA 5001  
 Phone 08 8212 0343  
 Email [isasa@isasa.org.au](mailto:isasa@isasa.org.au)

**PAYMENT BY CREDIT CARD**

PLEASE DEBIT MY:  MASTERCARD  VISA CARD

FOR THE AMOUNT OF \$ CARD EXPIRY DATE: \_\_\_/\_\_\_/\_\_\_

CARD NO: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

SIGNATURE: .....

CARDHOLDER'S NAME: .....

**FORM 12**

Refer Section 9

**THE SURVEYORS BOARD OF SOUTH AUSTRALIA  
SURVEY ACT 1992  
CERTIFICATE OF APPOINTMENT PURSUANT TO SECTION 36(2)**

I,..... Chairman of the Surveyors Board of South Australia, a subcommittee of the Institution of Surveyors Australia, South Australia Division

Incorporated, HEREBY APPOINT....., pursuant to Section 36(2) of the Survey Act 1992, to conduct an investigation into a complaint made to the Institution against licensed surveyor,(name)....., and all matters incidental thereto.

Pursuant to Section 36(4) of the Act, the above appointed investigator may, where reasonably necessary for the purpose of carrying out that investigation:-

- (a) require a person who is under investigation, or a person who is, or was, the employer, employee or a partner of that person, to produce records or equipment;
- and
- (b) inspect the records or equipment, make copies of the records of their contents or test the equipment and, where reasonably necessary for those purposes, seize and retain the records for equipment.

Dated this..... day of .....20.....

Seal Chairman.....

Registrar.....

## FORM 13

REGISTERED SURVEYING GRADUATE - 6 MONTHLY REPORTING CHECKLIST	
<b>RSG - Name:</b>	
<b>Address:</b>	
<b>Supervisor:</b>	
<b>Employer:</b>	
<b>Telephone Number:</b>	<b>Mobile Number:</b>
<b>Email Address:</b>	
<b>Reporting Date From:</b>	<b>Reporting Date To:</b>

The following items must accompany your Registered Surveying Graduate six monthly report.

Please tick each box to ensure you have included all items and include this sheet with your report.

	ITEM FOR INCLUSION WITH THE REPORT	COMMENTS	TICK
1	Supervisor's Covering Letter		
2	Supervisor's 6 Monthly Report (600 words) <b>SOP Section 5 Pg 5.22</b>		
3	RSG - Self Appraisal Supporting Report (400 words) <b>SOP Section 5 Pg 5.24</b>		
4	<b>Form 4</b> Report of Practical Experience <b>SOP Section 16 Forms Pg 16.6</b>		
5	"Generic Surveying and Communication Skills" - completed and signed by the Supervisor <b>Module 1 Section 5 Training Pg 5.15</b>		
6	"Surveying Practise Management" - completed and signed by Supervisor <b>Module 2 Section 5 Training Pg 5.17</b>		
7	"Cadastral Surveying" - completed and signed by Supervisor <b>Module 3 Section 5 Training Pg 5.18</b>		
8	"Engineering Surveying" - completed and signed by the Supervisor <b>Module 4 Section 5 Training Pg 5.21</b>		
9	Updated (CPD) Continuing Professional Development Register		
10	Email full report to the Registrar <b>sharonmedlowsmith@isasa.org.au</b>		
11	Maintain a Portfolio of projects undertaken and include updated versions		
12	Ensure invoices that apply to your training are paid and up to date.		



**SECTION 16 Forms**

**FORM 14**

**COMPLAINT FORM**

**Professional Conduct of a Licensed or Registered Surveyor**

**Details regarding your complaint:**

**What has been done to attempt to solve the problem?**

**Declaration**

I declare that the information contained within this complaint is true and correct.

Signature: ..... Date: .....

**Please send the completed form and/or attachments to:**

**The Registrar**  
Surveyors Board of South Australia  
GPO Box 1349  
Adelaide SA 5001

**Telephone:** (08) 8212 0343  
**Email:** board@isasa.org.au

## SECTION 17 Fees and Charges

### ISASA AND SURVEYORS BOARD FEES

The fees are reviewed annually and CPI adjusted. All fees are GST free. All fees and charges are approved by the Minister responsible for the Survey Act 1992.

FORM	TITLE	FEE
1.	Application for Registration as a Surveying Graduate	\$95.00
2.	Application to accept a Registered Surveying Graduate for practical experience	Nil
3.	Report of Practical Experience	Nil
4.	Application to carry out Professional Assessment Projects	\$380.00
5.	Application by a Natural Person for a licence or registration	\$203.45 (Pro Rata)
6.	Application for renewal of registration or licence	\$203.45
7.	Certificate of Registration	\$203.45 (Pro Rata)
8.	Licence	\$203.45 (Pro Rata)
9.	Letter of Accreditation	\$90.00
10.	Application for Licensing under Mutual Recognition Legislation	\$203.45 (Pro Rata)
11.	Certificate of Appointment to Conduct an Investigation	Nil
	Issue of Duplicate Certificate of Registration or Licence	\$94.75
	Assessment of Overseas Qualifications	\$500.00