

Version No. 001
Surveyors (Registration) Regulations 2003

S.R. No. 41/2003

Version as at 23 May 2003

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1. Objective

The objective of these Regulations is to set out the procedures for registration and endorsement of registration of surveyors.

2. Authorising provision

These Regulations are made under section 33 of the **Surveyors Act 1978**.

3. Commencement

These Regulations come into operation on 23 May 2003.

4. Revocation

The Surveyors (Registration) Regulations 1992¹ are **revoked**.

5. Definitions

In these Regulations—

"Act" means the **Surveyors Act 1978**;

"prescribed fee" means the relevant fee prescribed under the Act;

"training day" means a day of training in surveying or cadastral surveying under a prescribed course of training.

6. Courses of training

- (1) A person who seeks a certificate of competency in surveying must complete not less than 360 days of training in surveying—
 - (a) under one or more approved training agreements; or
 - (b) otherwise under the supervision of a registered surveyor; or
 - (c) partly under paragraph (a) and partly under paragraph (b).
- (2) A person who seeks to obtain a certificate of competency in cadastral surveying must complete not less than 360 days of training in surveying—
 - (a) under one or more approved training agreements; or
 - (b) otherwise under the supervision of a licensed surveyor; or
 - (c) partly under paragraph (a) and partly under paragraph (b).
- (3) The training days specified in sub-regulation (2) must include not less than 240 days of direct experience in cadastral surveys.

7. Training agreement

A training agreement submitted for the approval of the Board must—

- (a) be made between a person who seeks a certificate of competency in surveying or a certificate of competency in cadastral surveying and—
 - (i) if the training under the training agreement is to be in surveying, a registered surveyor who has been a
-

registered surveyor for not less than 2 years; or

- (ii) if the training under the training agreement is to be in cadastral surveying, a licensed surveyor who has been a licensed surveyor for not less than 2 years; and

- (b) set out the number of training days to be provided under the agreement.

8. Application for approval of training agreement

For the purposes of section 9(1) of the Act, an application to the Board for approval of a training agreement is made in the prescribed manner if it is—

- (a) submitted by or on behalf of the applicant; and
- (b) in the form of Schedule 1; and
- (c) accompanied by the training agreement.

9. Limit on number of agreements to which a surveyor may be a party

A registered surveyor or licensed surveyor must not be a party to more than 2 approved training agreements at any one time.

10. Record of training agreement

For the purposes of section 9(2) of the Act, the following particulars of a training agreement approved under section 9(1) of the Act are—

- (a) the name of the applicant;
- (b) the name of the registered or licensed surveyor;
- (c) the period of the training agreement;

- (d) the number of training days proposed under the agreement;
- (e) the date of commencement of the training agreement;
- (f) the date of approval of the agreement.

11. Prescribed qualifications

For the purposes of section 10(1)(a) of the Act, the prescribed degrees, diplomas and qualifications are set out in Schedule 2.

12. Advice by surveyor at end of training period

- (1) Within one month after the expiration or termination of an approved training agreement, the registered or licensed surveyor who was a party to the agreement must advise the Board in the form of Schedule 3 setting out—
 - (a) the nature of the training provided under the agreement; and
 - (b) the number of training days spent on that training; and
 - (c) details of any variation in the training or training days from those set out in the agreement.
 - (2) If a person has completed a period of training in surveying or cadastral surveying under the supervision of a registered or licensed surveyor otherwise than under a training agreement, the registered or licensed surveyor must, before that person undertakes any examination held by the Board, advise the Board in the form of Schedule 4 setting out—
 - (a) the nature of the training provided; and
 - (b) the number of training days spent on that training.
-

13. Examinations

- (1) An applicant for a certificate of competency in surveying must pass an examination held by the Board in professional practice.
- (2) An applicant for a certificate of competency in cadastral surveying must pass the following examinations held by the Board—
 - (a) a cadastral law assignment; and
 - (b) the examination required under sub-regulation (1) which must include cadastral law and cadastral practice.
- (3) The Board may exempt an applicant for a certificate of competency in cadastral surveying from undertaking the cadastral law assignment if the Board is satisfied that the applicant's training or qualifications in cadastral surveying included equivalent studies in cadastral law.
- (4) An application for an exemption under sub-regulation (3) must be in the form of Schedule 5.

14. Application for certain examinations

- (1) An application to sit an examination under regulation 13 other than the cadastral law assignment may be made at any time after the applicant has completed the prescribed course of training in surveying or cadastral surveying to the satisfaction of the Board.
 - (2) A person applying to sit for an examination under regulation 13 other than the cadastral law assignment must—
 - (a) apply in writing to the Board in the form of Schedule 6; and
 - (b) pay the prescribed fee for the examination to the Board.
-

15. Cadastral law assignment

- (1) A person who seeks to undertake the cadastral law assignment must apply to the Board.
- (2) An application under sub-regulation (1) may be made at any time after the applicant has commenced a course of training in cadastral surveying in accordance with regulation 6.
- (3) A cadastral law assignment must be completed within 6 months after the date of the application.
- (4) Once the cadastral law assignment is completed, the applicant may apply to the Board in the form of Schedule 7 to have the assignment examined.
- (5) An application under sub-regulation (4) must be accompanied by a copy of the assignment and the prescribed fee for the examination.

16. Application for certificate of competency

An application for a certificate of competency in surveying or cadastral surveying must be in the form of Schedule 8.

17. Form of certificate of competency

A certificate of competency in surveying or cadastral surveying must be in the form of Schedule 9.

18. Registration

- (1) An application for registration must be in the form of Schedule 10.
- (2) A certificate of registration must be in the form of Part 1 of Schedule 11.

19. Endorsement

- (1) An application for endorsement of the Register to perform cadastral surveys must be in the form of Schedule 10.

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- (2) An endorsement of a certificate of registration under section 16(5) of the Act must be in the form of Part 2 of Schedule 11.

20. Register of Surveyors

- (1) The Register of Surveyors must be in the form and contain the particulars set out in Schedule 12.
- (2) A registered surveyor must notify the Board in writing of any change to any address set out in the Register in respect of the surveyor within 28 days after the change of address occurs.

21. Transitional provision

Despite the revocation of the Surveyors (Registration) Regulations 1992, a person who holds a prescribed qualification set out in Schedule 2 of those regulations holds a prescribed qualification for the purposes of section 10(1)(a) of the Act and these Regulations.

SCHEDULES

SCHEDULE 1

Regulation 8

APPLICATION FOR APPROVAL OF A TRAINING AGREEMENT

Name of applicant:

Address: Postcode:

Telephone: Work: Home: Fax:

Details of academic qualification:

Year of qualification:

(Enclose a certified copy of academic qualification)

Name of registered/ licensed surveyor:

Registration No.:

Address: Postcode:

Details of qualification:

Year of qualification:

Date of commencement of training agreement:

Number of training days claimed in the agreement:

Date of application to Board for approval:

The prescribed fee is enclosed:

Signature of applicant:

Signature of registered/*licensed surveyor:

* delete if inapplicable

SCHEDULE 2

Regulation 11

PRESCRIBED QUALIFICATIONS

<i>University</i>	<i>Qualification</i>
Queensland University of Technology	Bachelor of Surveying
University of Southern Queensland	Bachelor of Surveying
University of New South Wales	Bachelor of Engineering (Surveying and Spatial Information Systems)
University of Newcastle	Bachelor of Surveying
University of Melbourne	Bachelor of Geomatic Engineering
Royal Melbourne Institute of Technology	Bachelor of Applied Science (Surveying)
University of Tasmania	Bachelor of Surveying
University of South Australia	Bachelor of Geoinformatics and Surveying
Curtin University of Technology	Bachelor of Surveying
University of Otago	Bachelor of Surveying

SCHEDULE 3

Regulation 12(1)

**ADVICE BY A REGISTERED/LICENSED SURVEYOR OF
EXPIRY/TERMINATION OF A TRAINING AGREEMENT**

Name of registered/licensed surveyor:

Registration No.:

Address: Postcode:

Telephone: Work: Home:

Name of person supervised:

Address: Postcode:

Telephone: Work: Home: Fax:

Date of expiry/termination of agreement:

Training days claimed:

(If the number of approved training days as set out in the agreement has not been achieved at the date of expiry or termination of the agreement insert the number of training days that it is recommended that the Board should recognize.)

Details of survey training:

Details of variation in training from approved training agreement:

Date:

Signature of registered/*licensed surveyor in the agreement referred to above.

* delete if inapplicable

SCHEDULE 4

Regulation 12(2)

**ADVICE BY A REGISTERED/*LICENSED SURVEYOR OF
TRAINING NOT UNDER TRAINING AGREEMENT**

Name of registered/licensed surveyor:

Registration No.:

Address: Postcode:

Telephone: Work: Home:

Details of academic qualifications:

Name of person supervised:

Address: Postcode:

Telephone: Work: Home: Fax:

Details of academic qualifications:

Date of completion of training by registered/licensed surveyor:

Training days claimed:

Details of survey training:

Date:

Signature of registered/*licensed surveyor in the course of training referred to above.

* delete if inapplicable

SCHEDULE 5

Regulation 13

**APPLICATION FOR AN EXEMPTION FROM THE CADASTRAL
LAW ASSIGNMENT**

Name of applicant:

Address:

Postcode:

Telephone: Work:

Home:

Fax:

Details of academic qualifications:

To the Secretary of the Surveyors Board:

I seek exemption from the cadastral law assignment on the following grounds:

Date:

(Signature of Applicant)

SCHEDULE 6

Regulation 14

APPLICATION FOR EXAMINATION IN PROFESSIONAL PRACTICE

Name of applicant:

Address: Postcode:

Telephone: Work: Home: Fax:

Name of most recent supervising registered/licensed surveyor:

Registration No.:

Address: Postcode:

Telephone: Work: Home: Fax:

Training program: Training days claimed:

Number:

Substantiation that required training days have been obtained.

Total:

To the Secretary of the Surveyors Board:

I apply to be examined in the area of professional practice by the Board or the Board's examiners. I enclose the prescribed fee.

Date:

(Signature of Applicant)

SCHEDULE 7

Regulation 15

**APPLICATION FOR EXAMINATION OF CADASTRAL LAW
ASSIGNMENT**

*(Available only to persons who are undertaking or have undertaken a
prescribed course of training in cadastral surveying)*

Name of applicant:

Mailing address:

Postcode:

Telephone: Work:

Home:

Fax:

To the Secretary of the Surveyors Board:

I apply for the examination of my cadastral law assignment by the Board or
the Board's examiners.

I enclose the prescribed fee.

Date:

(Signature of Applicant)

SCHEDULE 8

Regulation 16

**APPLICATION FOR THE ISSUE OF A CERTIFICATE OF
COMPETENCY IN SURVEYING/CADASTRAL SURVEYING**

Name of applicant:

Address:

Telephone: Work: Home: Fax:

(If a certificate of competency in cadastral surveying is sought:
date on which cadastral law assignment passed or exemption gained:)

To the Secretary of the Surveyors Board:

I apply for the issue of a certificate of competency in surveying/*cadastral
surveying. I enclose the prescribed fee.

Date:

(Signature of Applicant)

* delete if inapplicable

SCHEDULE 9

Regulation 17

VICTORIA

**CERTIFICATE OF COMPETENCY IN SURVEYING/CADASTRAL
SURVEYING**

The Surveyors Board of Victoria certifies that (name of applicant)
has met the requirements of the Board and is deemed competent in
surveying/*cadastral surveying.

Signed this day of _____ on behalf of the Board.

Chairman/*Deputy Chairman

Secretary

Certificate Number:

* delete if inapplicable

SCHEDULE 10

Regulations 18(1) and 19(1)

**APPLICATION FOR REGISTRATION/*CADASTRAL
ENDORSEMENT**

Certificate of Competency No.

Details of current registration, licence or authority to practise in a
reciprocating country:

Name of applicant:

Address: Postcode:

Telephone: Work: Home: Fax:

To the Secretary of the Surveyors Board:

I, _____ being the
holder of a certificate of competency or being registered, licensed or
authorised to practise in a reciprocating country that is recognised by the
Board hereby seek to be entered in the Register of Surveyors as a registered
surveyor and enclose two recent character references in support of my
application.

*(If an endorsement to perform cadastral surveys is not required or if a
certificate of competency in cadastral surveying or its equivalent is not held
delete the following paragraph:)*

I further seek endorsement on my certificate of registration of the right to
perform cadastral surveys and the recording of that endorsement in the
Register of Surveyors.

Date:

(Signature of Applicant)

* delete if inapplicable

SCHEDULE 11

Regulations 18(2) and 19(2)

PART 1

VICTORIA

CERTIFICATE OF REGISTRATION

The Surveyors Board acting under the authority of the **Surveyors Act 1978** hereby certifies that _____ is registered as a SURVEYOR under the provisions of that Act

Given under the hand of Board representatives in Melbourne this day of _____
Chairman/Deputy Chairman

Certificate of Registration

Number: _____ Board Members
Secretary

PART 2

CADASTRAL ENDORSEMENT (where appropriate)

The Surveyors Board on _____ (*date*) authorised
the above surveyor to perform

Cadastral Surveys
Chairman/Deputy Chairman
Board Members
Secretary

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Sch. 12

SCHEDULE 12

Regulation 20

REGISTER OF SURVEYORS

<i>Registration</i>		<i>Qualifications</i>			<i>Endorse-</i>
<i>Number</i>	<i>Date</i>	<i>Full</i>	<i>Address</i>	<i>For</i>	<i>ment</i>
<i>Number</i>	<i>Date</i>	<i>Name</i>	<i>Address</i>	<i>Registration</i>	<i>Remarks</i>

ENDNOTES

1. General Information

The Surveyors (Registration) Regulations 2003, S.R. No. 41/2003 were made on 21 May 2003 by the Surveyors Board with the approval of the Governor in Council on 20 May 2003 under section 33 of the **Surveyors Act 1978**, No. 9180/1978 and came into operation on 23 May 2003: regulation 3.

The Surveyors (Registration) Regulations 2003 will sunset 10 years after the day of making on 21 May 2013 (see section 5 of the **Subordinate Legislation Act 1994**).

2. Table of Amendments

There are no amendments made to the Surveyors (Registration) Regulations 2003 by statutory rules, subordinate instruments and Acts.

3. Explanatory Details

¹ Reg. 4: S.R. No. 99/1992.