



Standing Operating Procedures

2014
Section 10
Annex C

These rules are issued by the authority
of The Surveyors Board of South Australia
and are adopted forthwith.

SUPERVISION POLICY

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

1.1 BACKGROUND

'Supervision' may be defined as the act, process or function of overseeing, directing or managing work.

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 licensed 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 licensed 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 Licensed 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 means a person who holds registration as a Surveying Graduate with the Surveyors Board of South Australia and is under a training agreement with the Board

Supervising Surveyor means a person who is a Licensed Surveyor and supervises the activities of others in the conduct of a cadastral survey

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

- + Licensed 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 Licensed 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 practice.

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) under the Survey Act 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.

1.3 PRINCIPLES OF SUPERVISION

The over-riding principle in respect to supervision is that **a Supervising Surveyor is responsible for surveys carried out under their supervision.**

Whether the supervised person is working in the office or the field it is the role of the Licensed Surveyor 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 surveyor should exercise a standard of supervision that will ensure the survey reflects their professional responsibilities and complies with relevant statutes, guidelines and directions.

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 surveyor 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 surveyor 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 surveyor 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 Licensed Surveyor must be a supervised person.

1.5 IMMEDIATE SUPERVISION

Immediate Supervision means the supervising surveyor 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 surveyor 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 surveyor 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 surveyor'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 survey is to be undertaken by a person other than a Licensed 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 surveyor 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 surveyor to personally attend on site.

1.7 GUIDELINES TO APPLICATION

Due to the varied level of competence of the supervised surveyor 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 surveyor. 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 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 ¹			
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 ¹			
Licensed Surveyor			

¹ A Surveyor in these categories 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 practice and directions. Simple boundary definition applies.

Complex cadastral survey: 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 surveyor etc.

Surveyors 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.

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 SUPERVISOR

The Supervisor may be 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.

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

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

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

Supervisors responsibilities

The responsibilities of the Supervisor 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 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;
- + 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 practice or organisation (to clarify the extent or basis of the PTA it is beneficial for it to list the scope of work normally done by the Supervisor, and to also identify any required professional development opportunities which the Supervisor cannot personally provide).

The Supervisor is not committed to successfully completing the Graduate's development within any timeframe, 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.

Supervisors are to encourage graduates to participate in appropriate CPD programmes.

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

Supervisor's reports

Supervisor's 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 Supervisor shall report to the Board in the manner shown in Form 8 on the work carried out by the Registered Surveying Graduate. A template for Form 8 is attached at Annex D to this Section.

Failure by the Supervisor to report to the Board within the required timeframes 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, the report shall include a copy of the training agreement with an assessment by the Supervisor 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 supervisor is satisfied that they have reached a satisfactory level of competence to be considered for licensing or registration the Supervisor must submit a final report to the Board.

The 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.

Graduates will not be permitted to commence a Professional Assessment Project 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 Supervisor.