

**2014 Registration Renewal
Career Episode Report (CER)**

Competency Element	Dates of Career Episode: August 2011 to April 2013
	Abstract: Titling and Subdivision Advice and Survey Associated with a Multi-Stage High Density Community Titles Scheme
C.8	<p>OVERVIEW: The Site was a single 8,030 m² lot within the [REDACTED] Titles Scheme. MCU Approvals were in place to develop the site over three (3) stages, incorporating 380 Residential Units. The site was to be progressively developed, creating a Subsidiary Community Titles Scheme. Works on this site commenced in 2010, with the last 12 months realising the completion of Stages 1 and 2.</p> <p>TASKS: The Client engaged me in 2010 to undertake the necessary survey, titling, plan sealing, and related advisory tasks for the complete life cycle of this development. Initially this entailed a Boundary and Detail Survey, and following the design development and approval stage, my input included Titling Strategy advice, and preparation of Sales Contract Plans. As construction progressed, my tasks also entailed the execution of a Standard Format Management Subdivision, Volumetric Subdivision, Building Format Plans, Exclusive Use Plans, Building Management Statement Plans, Occupation Authority Plans, and Service Location Diagrams. The second stage of this project was also used as the first pilot project for a high risk SealSmart (Plan Sealing) submission to Brisbane City Council.</p>
S5.1(ii)	<p>I have supervised and managed the execution of all survey, titling, and plan sealing tasks on this project, from inception to the current hiatus between stages 2 and 3. I have been the primary point of contact with the Client, Solicitor, Body Corporate Manager, Architect, and Council's Plan Sealing unit. The majority of the field survey tasks were completed by a Graduate Surveyor, under my direct supervision and guidance.</p>
S5.1, S5.2, S5.5, C.2	<p>I was required to participate and contribute to several consultant team meetings, which were held to advise and collaboratively develop a titling strategy to guide the client for this project. My advice and titling strategy considered the following client issues and site constraints:</p> <ul style="list-style-type: none"> • The site was under the ownership of the state and would be progressively transferred to the Client, subject to milestone dates in the Development Contract; • The site was part of an existing layered Community Titles Scheme (CTS); • The Client required a Management Subdivision to facilitate the staged transfers, and also to provide flexibility in financier options; • The Titling Strategy was to minimise the influence and control that a Body Corporate created for an earlier stage might have on the future staged development intention and flexibility; • The Titling Strategy was to minimise the risk of "Off the Plan" buyers successfully terminating any contracts of sale; • Maintain Developer Control over certain common areas until exiting the site, to ensure future construction access, maintenance, and appearance. • The Development sequence was to allow flexibility to change the stage sequence order. • Conformance with Land Title Act, BCCM Act, SPA, Land Sales Act, and the Registrar's Directions.
S5.1, S5.3, S5.5, C.2	<p>In combination with the Project Solicitor and Body Corporate Manager, I provided working drawings for discussion, advice and input into a Titling Strategy Document that was presented to the Client, identifying options, processes, and recommendations.</p> <p>The Client decided to proceed with the recommended Titling Strategy which, in summary, incorporated the following steps to resolving the issues and constraints listed</p>

S4.4, S4.5, S5.1, C.2	<p>above:</p> <ul style="list-style-type: none"> • A 3 Lot Management Subdivision; • A Volumetric Subdivision, introducing a Building Management Statement (BMS); • The creation of a Subsidiary CTS, by Building Format Plan (BFP), progressively adding each stage to this scheme. <p>I advised the client of the Sales Contract Plans required to supplement the Sales Contract and Disclosure document, and satisfy Land Sales Act obligations. Accordingly, upon agreement, I organised the preparation of CAD produced Plans. This process required a consultative approach with the Client, Solicitor, and Architect to ensure the plans covered the legal obligations of disclosure and to ensure the interpretation of the design plans was accurate. I conducted all such consultant correspondence, provided instructions to our drafting team on various plan formats, and completed all quality assurance checks and CAD amendments of each plan prior to issue.</p>
S5.1, S5.2, S5.3	<p>The Client requested that I prepare a presentation paper on the site's titling arrangement. At the initial market release, I presented a power point presentation to the Project's Sales Team, the Client, and to the Consultant team. This was initially for Stages 1 and 2. An updated and truncated presentation paper was also produced for Stage 3. This Stage 3 Titling Paper is in Attachment A.</p>
C.2, S5.5	<p>As a part of the above process I advised that the nature of the site, number of stages and towers, and the level differences across the site, created a lot numbering issue, in terms of how the numbering could be applied consistently across the three (3) stages. The desired lot numbering was not compliant with the Registrar's Directions, and accordingly I sought a relaxation from the Registrar of Titles, which was approved.</p>
C.2, C.3, C.8, S4.4, S5.1(ii)	<p>During the course of developing, subdividing, and titling the first two (2) stages of the site, the field survey, calculations, drafting, and quality assurance checks were completed under my instruction and supervision, and included the following plans: <i>Please refer to Attachment B for copies of the Cadastral Survey Plans 1, 2, & 4 listed below.</i></p> <ol style="list-style-type: none"> 1. Three (3) Lot Management Subdivision (SP [REDACTED]) – August 2011; 2. Two (2) into two (2) Volumetric Subdivision (SP [REDACTED]) – May 2012; 3. BMS Sketch Plans covering Basements 1-3, Loading Bay / Entry; & Podium Level; 4. Stage 1 BFP (SP [REDACTED]) - August 2012; 5. Stage 1 Exclusive Use Plans for Car Parks and Stores; 6. Stage 1 Service Location Diagrams; 7. Stage 2 BFP (SP [REDACTED]) – February 2013; 8. Stage 2 Exclusive Use Plans for additional Car Parks and Stores; 9. Stage 2 Revised Service Location Diagrams; 10. Stage 2 – Occupation Authority Plans; 11. Additional BFP Plan (SP [REDACTED]) – Amalgamation Plan to resolve a Building Manager's Lot Title Issue – March 2013.
C.4, C.5	<p>Plans 1, 2, 4, 7, and 11 above, required a Cadastral Survey to be undertaken, marks placed, and a Survey Plan prepared and registered. Plan 1 above was essentially the first cadastral survey that we completed over the site, and was prior to construction starting. It dealt with the whole site and reinstated all boundaries. I ordered, reviewed and assessed the required searches sourced from DNRM, including survey plans, smartmap, radial, certificates of title, and existing CMS documents. I determined what reference, corner, and occupation marks were required to be located and what new corner and reference marks were to be placed (including new PM [REDACTED]), and instructed my Graduate Surveyor (GS) accordingly.</p>
C.6, C.7	<p>I personally completed the reinstatement for SP [REDACTED], as my GS was on leave. Only one boundary varied to previous plans, and this was proven upon further field survey and reinstatement along [REDACTED] Road. Following this I had the boundaries pegged</p>

C5.1(iii), S4.2, S4.4, S4.5	<p>in accordance with the Registrar's Directions and the Survey and Mapping Infrastructure Act. I prepared a sketch for drafting and used our comprehensive quality assurance check list to confirm all plan content, once the plan returned from drafting. After my check, I instructed a second surveyor to perform an independent quality audit, after which I completed the endorsement and deposited the plan with DNRM. See Attachment C containing the Check List.</p>
S5.1, C.3	<p>I also prepared and issued a CAD and PDF file, through document Control facility Aconex, to the Consultant Team. This ensured they were using the final reinstated boundaries, which also contained a comprehensive coordinated Control Network. Previous data sets, including the Detail Survey, contained compiled boundaries. Accordingly I issued these updated boundaries with a reference to where the site boundaries had been changed due to accurate reinstatement.</p>
S5.3, S5.4	<p>I endorsed the Survey Plan prior to submitting to Council for sealing, due to the time lag at DNRM to obtaining a passed survey plan. All subsequent Plans followed a similar process, with some boundary marking hindered due to construction accessibility.</p> <p>During construction, I attended site initially to introduce myself to key staff on site, introduce my field surveyor, and to attend the Site induction for WH&S purposes. I also attended site for various meetings with the Construction Contractor to understand construction timing against program and to identify issues to enable BFP measurement and progress. I also attended site to supervise the Graduate Surveyor and work through decision making processes in relation to site marking, and the required pickup of physical features, particularly for Exclusive Use and Tower positioning.</p> <p>As part of the above Survey and Titling process, some of the problem solving tasks undertaken have included the following:</p> <ul style="list-style-type: none"> o The Client required a Location Certificate and Report from the Surveyor as a pre-requisite for the Financier to provide the next tranche of funding for the project. This certificate is critical for the Client, and is particularly sensitive to encroachments. I prepared a certificate in February 2012, based on field survey undertaken to confirm the existence of encroachments. Please refer to Attachment D. My Certificate makes reference to some temporary encroachments, which my Client was reluctant to include. I advised that I could not adequately certify the report without making reference to the encroaching items. My solution was to include photos of the encroachments to provide context and indicate that they were temporary and part of the Construction and Sales for the site. In return the Client used this to placate the financiers hard line stance on such issues - problem resolved. o Due to the series of plans, complexity of being part of a layered CTS, and to generally understand the survey, sealing, and registration program to completion, I provided the Client and key consultants with a Flow Chart Program indicating the steps and requirements to Settlement. It allows key stakeholders to be working to the same timeframe for their delivery components related to Plan Sealing. Please refer to Attachment E for the Programs provided on this project. This was provided approximately 5 months in advance of lodging for plan sealing. o During the course of construction and the measurement of units, I attended site to understand the gaps in features not built, and which are required to be completed for BFP measurement to satisfy Registrar's Directions for BFPs. I summarised these in an Email and sent it to the client and the Construction Contractor, so that they are aware of progress and any obstacles to survey. o A structural issue was found while the basement walls and columns were being surveyed for Exclusive Use purposes. Our surveyor extended his basement pickup into the Stage 3 zone, which had been built to podium level. This pickup was overlaid on the latest Architectural Design to check conformance. The Basement perimeter walls were found to be out of place by 250mm on the north western boundary and 1.6m on the northern boundary. This had a significant impact on the car parking design within the basements and contracts to over 170 units proposed for Stage 3. I immediately did some research to understand how this issue arose,
C.2, C.3, S5.1, S5.3, S5.5	
C.2, C.3, S5.1	
S5.1, S4.1	

	<p>and found that the whole of site perimeter wall was built at the start of construction to Stage 1. Subsequent to this, the Architects had completed a basement re-design which changed the wall location. This was undertaken without a survey of the as built walls. I advised the client of the problem, and of the cause, and was able to provide an as built survey to enable a re-design of the basement. This action has avoided any last minute surprises and opportunities for buyers to exit the contract.</p> <p>Plan Sealing is a point in the development when the Client is at maximum cost exposure. It is also a delicate process of sourcing compliance documentation from the client, pushing their urgency with Council, and also coaching the Client in process, timing, and expectations from Council, without hindering the relationship with Council.</p>
C.3, S5.1, S5.3	<p>Prior to submitting the Council Plan Sealing Submission, I issued a summary of requirements to the Client, outlining what is required, who is to provide it, and when it is required. This is mapped against the DA Conditions. Refer to Attachment F.</p>
C.2, C.9, S5.2	<p>For Stage 2 of this development, I made a request to Council's Engineering and Plan Sealing Unit, to make a lodgement under their pilot SealSmart program for high risk submissions. Council accepted our request. The Client was reluctant at first, as they thought that it would raise a higher level of scrutiny and therefore time penalty, being a pilot program. I arranged a meeting with Council, in which I included our Client. We went through the process and Council's expectations, the documentation required and the certification responsibility that I would be taking on as an accredited SealSmart Consultant.</p>
C.9, S5.2, S5.3, S5.4	<p>The Client was happy to proceed with a SealSmart submission. Accordingly I prepared and submitted a draft Conditions Certification Report (CCR) to BCC Engineers for review. A further meeting with BCC was held to deal with some compliance items, and while there was some "to and fro", I did facilitate Engineering sign off on the CCR. This enabled official lodgement with BCC Plan Sealing, which I prepared and submitted, and which contained my signed Conditions Certification Statement. The BFP was sealed within 1 week.</p> <p>ATTACHMENTS Attachment A – Stage 3 Titling Paper Attachment B – Cadastral Survey Plans Attachment C – Quality Assurance Checklist Attachment D - Certification Attachment E – Survey, Sealing, & Titling Program Attachment F – Plan Sealing Correspondence</p>

Registrant's Name: [REDACTED] _____

Registration No: [REDACTED] _____

Current Registration: Registered Cadastral Surveyor _____

Registration & Endorsement Renewal Sought: Registered Surveyor & Cadastral Endorsement: _____

Contact No: [REDACTED] _____

Checklist

- I have included an abstract,
- I have included documentary evidence to support the details of my CER,
- I have fully described the methodology to undertake the work including references to quality assurance procedures,
- I have mapped my work description to the competency framework elements,
