

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

Competency Element	Dates of Career Episode: 4 December 2012 – 28 May 2013
	<b>Abstract: Consulting and cadastral services for a Building Format Plan</b>
<p>Element references</p> <p>S5.1, S5.2,S5.5,C.2, C.9,S1.2</p> <p>S2.4,S5.2, S5.3,S5.5,C.2,C.9</p> <p>S5.5,C.2,C.9</p> <p>S5.5, C.3,C.9</p> <p>C.2,C.3,C.4,S2.2, S2.4,S5.1</p> <p>C.2,C.3,C.4,S2.2,S2.4</p>	<p><b><u>OVERVIEW:</u></b></p> <p>The Project Site (PS) was a single residential lot located at [REDACTED] Street, [REDACTED] in [REDACTED] and comprised a set of duplex flats as a single building. The client wished to subdivide the building into two attached dwelling units to create a certificate of title for each unit to enable the sale of each unit. The project ultimately required compliance assessment by the [REDACTED] Council (TRC).</p> <p><b><u>TASKS:</u></b></p> <p>The client approached us to provide professional advice regarding cost, timeframes and the most appropriate format to undertake the project. The client advised he had never done anything like this before and would need our input and advice to undertake the entire project.</p> <p>During the initial telephone consultation, I advised the client that a Community Titles Scheme (CTS) would have to be created and I explained the concept to the client in “layman’s” terms noting the requirements for a Building Format Plan (BFP) of Survey, compliance assessment by TRC and the creation of a Body Corporate (BC) and the associated Sinking and Administration Funds and the potential use of Private Yards (PY) and Exclusive Use Areas (EUA).</p> <p>As part of the initial consultation I made use of the TRC website to ascertain the PS parameters and I was able to confirm the intended project was feasible in terms of the TRC Town Plan and would most likely be code assessable and not impact assessable. This was based on my existing knowledge and experience in dealing with TRC on similar simple projects. I was then able to give the client an estimate of our likely fees and charges and those of TRC and the cost of preparing the associated documents for the CTS and Titles Office registration fees. The client was satisfied with these estimates.</p> <p>I ascertained the age of the building (1982) from the client and advised the first important step was to determine if the common walls of the flats were appropriately fire rated and that the walls extended through the ceiling cavity to the roof line above.</p> <p>I advised the client to seek advice from a reputable builder with fire rating experience before we proceeded any further with the project. The client attended to this and came back to us some time later confirming the common walls were appropriately fire rated and requested we proceed with the project based on our previous discussions.</p> <p>The project was allocated to one of our staff to act under my personal supervision. A file was prepared and searches comprising SMARTMAP, Surveyor’s Search, Title, Form 6 and Survey Plan Searches were obtained and collated according to the firms established practices. TRC website was also searched for services to locate water, sewer and stormwater. The Development Approval date for the building was also determined.</p> <p>The title search showed the PS was encumbered by a mortgage, however there were no other encumbrances noted on the title. The client had been asked at the initial interview (this affects our fees and charges) if the PS was</p>

C.2,S5.1,S5.2,S5.5	<p>mortgaged and had instructed us it was not.</p> <p>I subsequently telephoned the client and advised him of the encumbrance on the title and reminded him of our discussion regarding costs. The client had paid out the mortgage but had not obtained a release from the bank. I was instructed to arrange for our employed solicitor to obtain and register a release of this mortgage. This was subsequently attended to.</p>
C.2,C.3, C.4,S2.1,S2.4,S4.3, S5.2	<p>I reviewed the file and provided instructions to our field surveyor (who I have been training with a view to registration and cadastral endorsement) regarding the extent of the survey information required to prepare a BFP this was to also include sufficient information to prepare a Services Location Diagram (SLD) which would be required for the Community Management Statement (CMS). It was decided to keep the survey on the meridian of the existing plan of survey. The project did not warrant orientation to the Map Grid of Australia (MGA). An electronic data upload was prepared for our Leica Robotic Total Station.</p>
C.2,C.3,S3.4	<p>Prior to embarkation to the field I instructed the field staff to comply with our relevant work standards for health and safety when working on roads and on private land and to keep themselves safe at all times.</p>
C.2,C.3,C.5,C.6,C.7, S2.4,S4.1,S4.2,S4.3,S4.5	<p>The field survey was completed and reinstatement calculations undertaken. I supervised the work and agreed with the reinstatement determined by our field surveyor. Our LISCAD survey computing package was used for this work.</p>
C.2,C.3,C.11,S4.4,S5.1,S5.2,S5.5	<p>Prior to drafting and engrossing the BFP and the SLD I contacted the client to discuss whether he intended to use PY or EUA and it was decided to use EUA as there was no fencing for PY.</p>
C.2,C.3,C.4,C.8,C.11,S2.4,S4.1, S4.2,S4.4,S4.5,S5.4	<p>The relevant plans comprising the BFP, SLD and EUA were prepared and I undertook a final check on these plans and endorsed the BFP for pre-lodgement with the Department of Natural Resources and Mines (DNRM).</p>
C.2,C.3,S2.4,S5.4	<p>Our employed solicitor had prepared the CMS and I checked this document and I arranged for the client to attend at the office to discuss and execute the Plan and CMS documents.</p>
C.2,C.3,C.9,S2.4,S5.1,S5.3, S5.4	<p>I also instructed my staff to prepare an IDAS Form 32 Compliance Assessment under the Sustainable Planning Act 2009 for request for Compliance Assessment to the TRC.</p>
C.9,S5.1,S5.3,S5.5	<p>At this stage we would have attended to lodging the documents with the TRC, however the client decided to attend to this himself. Accordingly we have included a letter to TRC from another file with a similar project. At this point the client was invoiced for all work performed on the project.</p>
C.3,S2.4,S4.1,S4.4,S5.1	<p>Our diary and bring up system noted that we had not received notification from DNRM regarding the pre-lodgement and so I contacted DNRM and was advised the plan had been passed for survey content without requisition.</p>
C.2,C.3,C.8,C.9,S2.4,	<p>The BFP and CMS were signed by the TRC and we received a copy of the Compliance Certificate from the Client when he delivered the signed documents to us. Our employed solicitor then attended to lodging the BFP</p>

S.5.1,S5.3

and the CMS in the Titles Office and we subsequently received notification that the plan was registered and new titles had issued. The client was advised and requested to make an appointment to execute the basic Body Corporate formalisation documentation.

**DOCUMENTS ATTACHED:**

COPY BFP, SLD, EUA  
COPY RCS  
TRC COMPLIANCE CERTIFICATE  
FORM 32  
DNRM ACCREDITATION DOCUMENTS  
CORRESPONDENCE

**Registrant's Name:** \_\_\_\_\_

**Registration No:** \_\_\_\_\_

**Current Registration:** Cadastral and Consulting endorsement \_\_\_\_\_

**Registration & Endorsement Renewal Sought:** Cadastral and Consulting Endorsement \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**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,
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