

Submitting survey plans under the Survey and Mapping Infrastructure Act 2003

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1 Purpose

The purpose of this document is to set out the specifications and procedures for submitting survey plans to the department for inclusion in the State datasets as provided for by the *Survey and Mapping Infrastructure Act 2003* and relevant subordinate legislation.

Expressly excluded from these specifications and procedures is the process for lodging survey plans for registration in the Titles Registry.

2 Rationale

2.1 Background

A cadastral survey plan is a technical and legal document prepared by a cadastral surveyor that records the determination or re-determination of the boundaries of parcels of land. Being a fundamental part of Queensland's land registration and cadastral boundary system, survey plans are received, recorded, assessed and disseminated by the department. As a way of protecting the integrity of the cadastre and integrity of the Land Registry, the department sets and administers standards and procedures for surveys and plans.

2.2 Scope

There are a number of different types of survey plans that surveyors submit to the department, separate to when plans are lodged for registration in the Titles Registry. Plans are submitted to comply with s.16 of the *Survey and Mapping Infrastructure Act 2003*, which requires surveyors to submit survey plans to the department within 40 business days after placing a survey mark in carrying out a cadastral survey. Many of those plans submitted to the department are subsequently submitted for lodgement for registration in the Titles Registry. The plan type and form of processing of submitted plans is dependent on whether the plan has been endorsed by an accredited surveyor in accordance with the departmental procedure *Accreditation of Surveyors (SIG/2013/504)*.

The plan types submit to the department without being lodged for registration in the Titles Registry are:

- Deposited Plans – (plans endorsed by accredited surveyors submitted for inclusion in the department's systems and assessment prior to the original plan being lodged for registration. These can be the first version of the plan, or a subsequent version submitted in response to a requisition, or a subsequent version submitted when something has changed after the previous version of the plan has already been passed by the department).
- Identification Survey Plans – (plans submitted by any surveyor for inclusion in the department's systems which are cadastral surveys that are not lodged for registration).
- Redundant Catalogue Plans – (plans submitted by any surveyor for inclusion in the department's systems where the original plan is unlikely to be lodged for registration).
- Administrative Plans – (plans that define boundaries or areas of land subject to dealings under an Act of Parliament where a cadastral survey is not required).

2.2.1 Plan compliance

The surveyor who undertakes a survey and prepares a plan, certifies that the survey and plan are accurate and meet the requirements of the relevant legislation. This requirement applies to all cadastral survey plans (i.e. SP, DP, IS and RC), and is irrespective of its preparation from field survey or compilation from existing plans. The surveyor is responsible for the correctness of the survey and plan, regardless of any checks that may be carried out by a third-party accredited surveyor or the department.

Although a plan is required to comply with all relevant legislation, there are aspects of plans that affect, to a greater or lesser extent, the ability of the plan to be fit for purpose. To reflect this, the Form 10 (under the *Survey and Mapping Infrastructure Act 2003*) is a checklist of items that, in the department's view, the surveyor should ensure are correct when certifying the plan.

2.2.2 Role of the department

The department, operating under the *Survey and Mapping Infrastructure Act 2003*, administers the cadastral boundary system, which involves a number of functions:

- setting standards for surveying (by the chief executive);
- managing the collection of records of survey (plans and field records) and making this information available to surveyors;
- maintaining a number of state datasets, including the digital cadastral dataset, the survey control dataset and the administrative boundaries dataset.

The role of the department with respect to survey plan processing is to enter plans submitted to the department into the State datasets so that they are publicly available.

2.3 Customer service standards

In accordance with the Department of Resources service model, the following customer service standards (CSS) apply to plans submitted to the department for entry into the State datasets so that they are publicly available. These standards apply to all plans submitted to the department, including those lodged in the Titles Registry for registration.

- Endorsed plans lodged in Titles Registry (CSS – 4 working days)
The CSS applies to the entry into the State datasets for plans endorsed by an accredited surveyor that has not previously been submitted as a deposited plan.
- Non-endorsed plans lodged in Titles Registry (CSS – 5 working days)
The CSS applies to the entry into the State datasets for plans that have not been endorsed by an accredited surveyor.
- Deposited Plans (CSS – 5 working days)
The CSS applies to the entry into the State datasets of the first version of the plan, or a subsequent version submitted in response to a requisition, or a subsequent version submitted when something has changed after the previous version of the plan has already been assessed by the department.
- Identification Survey Plans (CSS – 5 working days)
The CSS applies to the entry into the State datasets.
- Redundant Catalogue Plans (CSS – 5 working days)
The CSS applies to the entry into the State datasets.

3 Specification

This specification for submitting plans to the department applies to plans submitted for inclusion in the State datasets. It expressly does not apply to the lodging of survey plans in the Titles Registry. It is preferable that all plan submissions for inclusion in the State datasets are made by email.

A survey plan submitted to the department for inclusion in the State datasets must be complete, that is:

- on the approved form, and

- correctly certified – signed and dated, and
- barcode correctly displayed in the required location.

Approved forms are available for download from Titles Queensland at www.titlesqld.com.au/titles-registry-forms/. Barcode label images are available for download from the department at www.resources.qld.gov.au/forms/surveying-submissions-enquiries.

In order for the department to efficiently process survey plans (deposited plans, identification plans and RedCats), plan images need to be of a certain quality. Images that do not meet these requirements cause delays in plan processing and often result in a poor-quality image being archived. Therefore, it is necessary for all plan submissions to comply with the following image format:

- scan/image must be A3 size at 1:1 scale (not A4),
- orientation must be Portrait (not landscape),
- colour mode must be Black & White (not greyscale or colour),
- resolution must be a minimum 300dpi (600dpi maximum),
- file type must be pdf, tiff or jpeg,
- file size must be under 5MB,
- file must contain all sheets of the plan (not one file per sheet),
- attachments must be in separate files (not in the plan file, i.e. separate files for PM sketches, survey records, Form 10, lot calcs, etc),
- file must be named “DPxxxxxx” or “ISxxxxxx” or “RCxxxxxx” as appropriate (**not** “SPxxxxxx”),
- subsequent versions must be named “DPxxxxxx_v1” as appropriate, (_v2 for third copy etc),
- survey records must be named “DPxxxxxx Survey Records”, and the image must include the signed Form 12 certificate.

4 Procedure

To submit plans to the department for inclusion in the State datasets (i.e. deposited plans, identification plans and RedCats), it is preferable that all submissions are made by email to the relevant email address – SurveyPlans@resources.qld.gov.au.

In order for the department to efficiently process survey plans, the email containing the plan submission needs to:

- where multiple survey plans are being submitted, contain only plans of the same type (i.e. all deposited plans, or all identification plans or all RedCats, not a combination),
- where multiple survey plans are being submitted, contain at most five (5) individual plans,
- contain all attachments relevant to the plan in separately named files (e.g. separate files for survey plan, survey records, Form 10, lot calcs, PM sketches, etc).

The submission process includes confirmation that the department has received a plan submission. An automatic reply is sent back to all emails received. This notification will confirm that emails forwarded by a surveyor to the departmental mailbox has been received. If you do not receive an auto-reply when submitting plans, then the department has not received your email.

There is no longer any requirement to submit hardcopies of DPs, ISs or RCs where an image has been submitted by email. Covering letters are also not required (including with any hardcopy plans), unless they convey some information that is not clear from the plan. If required, include that information with the submission email.

Where PSMs are installed or maintained separately to undertaking a cadastral survey, Forms 6 for new PSMs or maintenance information on existing PSMs can be submitted directly to CadastralAdminDataHelp@resources.qld.gov.au. Where GNSS data is required to be submitted to the department as part of a Large Scale Land Development survey or to include data into the State-

wide Datum Adjustment Network, data can be submitted directly to GeodeticSupport@resources.qld.gov.au.

The department also stores surveyors' email addresses within CISP for advising surveyors when their submitted survey plans have been passed or registered. It is possible to record multiple email addresses for receiving the notification. Please note that this address list is separate to email addresses that may be related to submission of survey plans or enquiries, and requires manual update. Therefore, whenever your CISP notification address changes or you wish to include an additional email address, you need to advise the department at Surveying@resources.qld.gov.au.

4.1 New versions of plans

Where a surveyor needs to resubmit a plan as a result of changes, the email needs to clearly identify that the plan is a new version. Where the changes are as the result of a requisition from the department, then a re-endorsed copy of the amended plan, together with an annotated copy of plan showing the changes made, is to be provided.

5 Responsibilities

The controller of this document is responsible for this document and for the maintenance and control of the referenced forms (e.g. the Form 10).

The responsibilities outlined below do not abrogate the responsibility of the department for the plan entry or registration processes, nor does it abrogate the responsibility of surveyors for the accuracy of their surveys.

Cadastral Surveyors shall be responsible for:

- the quality of their survey plans;
- maintenance of their internal procedures for plan preparation;
- quality improvement strategies dealing with plan preparation and lodgement;
- correction of all error/s identified in their plans.

Departmental staff shall be responsible for:

- the processing of survey plans deposited/lodged with the department in accordance with this document.

6 References

Plan Registration Compliance Checklist (Form 10)

https://www.resources.qld.gov.au/__data/assets/pdf_file/0007/105748/form-10-plan-registration-compliance-checklist.pdf

SIG/2012/5041 Accreditation of Surveyors

https://www.resources.qld.gov.au/?a=109113:policy_registry/accreditation-of-surveyors.pdf

Computer Inventory of Survey Plans (CISP) User Guidelines

Survey Information Processing - Survey Capture Processes

Queensland Government Records Governance Policy

<https://www.qgcio.qld.gov.au/documents/records-governance-policy>

Records governance policy implementation guideline

<https://www.qgcio.qld.gov.au/documents/records-governance-policy-implementation-guideline>

7 Legislation

Survey and Mapping Infrastructure Act 2003

Land Title Act 1994

Land Act 1994

Public Records Act 2002

8 Keywords

survey; plan; SMIA; DP; IS; RC; AP