

Submitting survey plans under the Survey and Mapping Infrastructure Act 2003

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Version History

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2.00	30/06/2023	Revision of document to accommodate Titles Queensland separation
	Click or tap to enter a date.	

Approval

Position	Name	Date
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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 through Titles Queensland.

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 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 types submitted to the department without being lodged for registration in the Titles Registry are:

- Deposited Plans – (plans submitted for inclusion in the department's systems 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 query by a departmental surveyor, or a subsequent version submitted when something has changed after the previous version of the plan has already been submitted).
- Identification Survey Plans – (plans submitted 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 on the Form 13 or 18 certificate 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 who certifies the plan is responsible for the correctness of the survey and plan, regardless of any audits that may be carried out by 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

department will make available a checklist of some items relevant to the *Survey and Mapping Infrastructure Act 2003* and Cadastral Survey Requirements. When certifying a plan, a surveyor must consider all relevant legislation and standards.

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.

- 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 query by the department, or a subsequent version submitted when something has changed after the previous version of the plan has already been submitted.
- 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. It must be:

- on the approved form,
- correctly certified – signed and dated, and
- have a 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, ie. separate files for PM sketches, survey records, 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, PM sketches, Auspos reports and supporting information, DWG files etc).

Survey records are to be submitted with the relevant plan to the department and not to Titles Queensland. **This also applies to plans lodged for registration in the titles registry (SPs)** that may not have been previously submitted as deposited plans (DPs).

The submission process includes confirmation that the department has received a plan submission. An automatic reply is sent for 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, the department may not have 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 hardcopies), 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 survey plans have been 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

New versions of survey plans must also be submitted. When a surveyor resubmits a plan as a result of changes, the email needs to clearly identify that the plan is a new version. An annotated version of the plan is also to be provided, showing the changes.

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 published checklist).

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

Cadastral surveyors shall be responsible for:

- the quality of their surveys and plans;
- maintenance of their internal procedures for surveys and plan preparation;
- careful control of survey plan versions to ensure all parties including eLodgers are using the correct versions of plans;
- quality improvement strategies dealing with surveys, plan preparation and lodgement;
- correction of all errors identified in their surveys and plans.

Departmental staff shall be responsible for:

- the processing of survey plans submitted to the department in accordance with this document.

6 References

Survey Plan Audit Checklist

<https://www.resources.qld.gov.au/?a=105748>

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>

Download barcode label images

<https://www.resources.qld.gov.au/forms/surveying-submissions-enquiries>

7 Legislation

- *Survey and Mapping Infrastructure Act 2003*
- *Land Act 1994*
- *Public Records Act 2002*

8 Email List

Email Address	Purpose
SurveyPlans@resources.qld.gov.au	Submit plans to the department
SurveyAdvice@resources.qld.gov.au	Request advice from the department
CadastralAdminDataHelp@resources.qld.gov.au	Submit Form 6 or Maintenance Form
GeodeticSupport@resources.qld.gov.au	Submit GNSS data
Surveying@resources.qld.gov.au	Contact for policy matters, surveying alerts and changes to contact details

9 Keywords

SIG/2021/5860; Submitting survey plans under the Survey and Mapping Infrastructure Act 2003; Survey Plan; Survey; Plan; Submitting plans; SMIA; SMI Act; Deposited Plan; DP; Identification Survey Plan; Identification Survey; Ident; IS; Redundant Catalogue; Redundant Catalog; Red Cat; RC; Administrative Plan; Admin Plan; AP