In this issue:

- Depositing survey plans under the SMI Act 2003
- Version control for survey plans
- Submitting plans for eLodgement with Titles Queensland
- Amending plans previously lodged through eLodgement but not yet registered
- Image quality of registered plans
- Cadastral Survey Requirements (CSR) annual review

Depositing survey plans under the SMI Act 2003

The department has released a policy document for submitting (depositing) survey plans to the department. The document contains specifications for survey plan files and the procedures necessary to deposit survey plans for recording in the State datasets. The policy document (SIG/2021/5860 Submitting survey plans under the Survey and Mapping Infrastructure Act 2003) is available on the Resources website here.

Some plans deposited recently have not been able to be properly imaged due to lack of clarity of light text. Surveyors should be careful to ensure that fonts used are sufficiently heavy and comply with CSRv8 9.51 and Appendix C. Regular to semi-bold fonts are preferred over lighter fonts.

The number of plans contained in emails should also be considered. Emails containing information for more than one plan can potentially cause difficulties and slow down processing. For simpler plans that do not have additional related files, it may be appropriate for several plans to be deposited in one email up to a maximum of five.

Encroachment notifications are not to be deposited. The owners are to be notified, in accordance with CSRv8 3.20.3.

In summary, the specifications for submission of deposited plans (DP), identification surveys (IS), redundant catalogue plans (RC) and administrative plans (AP) are as follows.

- 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, TIF or JPEG,
- 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 of deposited plans 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.

Version control for survey plans

There have been several instances where an incorrect version of a survey plan has been submitted through eLodgment. To avoid this, surveyors need to put in place appropriate mechanisms to control the different versions of the plans produced prior to lodgement.

Submitting plans for eLodgement with Titles Queensland

Information relating to the requirements for survey plans to be eLodged can be found in Surveying Alert 42, in various Titles Alerts and in information published by Titles Queensland including the eLodgment page of their website.

In summary, the specifications for submission of survey plans for eLodgement are as follows.

- Plans can be supplied to an eLodger by providing a printed plan or by providing a TIF image file,
- TIF image files are to have the following specifications
- One multi-page TIF image,
- 300 dpi resolution,
- Group 4 compression,
- A3 size,
- black & white colour mode,
- portrait orientation,
- PDF files are not able to be uploaded into the eLodgment potal, only correctly formatted TIF files are suitable,
- When a TIF image file is provided, there is no requirement to produce a printed plan.

Amending plans previously lodged through eLodgement but not yet registered

All amendments to lodged but not yet registered survey plans can only be made by the surveyor who certified the survey plan as per the Registrar of Titles Directions for the Preparation of Plans (RTDPP) direction 23.

For survey plans that are physically lodged in paper at a Department of Resources lodgement centre or by post, the amendment process remains the same as prescribed in the RTDPP.

The process is somewhat different for survey plans that are eLodged and it should be noted that direction 23 of the RTDPP was prepared before the expansion of the eLodgement capability to enable survey plans to be eLodged. eLodgement is essentially an agreement between an entity (solicitor, surveyor) to become a "remote" lodger for Titles Queensland.

Where a survey plan is eLodged, and the survey plan requires amendments prior to registration, the amendments must be made to the same instrument that was provided to the eLodger. That is, if the surveyor provided a correctly formatted TIF file to the eLodger for lodgement, the file provided to the eLodger is the instrument to be amended, typically with a TIF file editor. If the surveyor provided an A3 paper survey plan to the eLodger for lodgement, the A3 paper survey plan is the instrument to be amended, in the manner as described in direction 23 of the RTDPP.

Image quality of registered survey plans

Should surveyors discover any image quality issues with survey plans received through the registration confirmation emails, please contact titlesinfo@titlesqld.com.au immediately to have the issue resolved.

CSR annual review

Following the release of CSR V8 which was implemented on 1 November 2021, the next annual review of the CSR has commenced. Submissions can be made by email to surveying@resources.qld.gov.au.

A surveying reference group was established in 2021 to explore significant issues currently impacting on surveying and to provide input into the CSR review. Involvement in this group is open to all surveyors across Queensland, and the best outcomes are only possible with a diversity of experience, location and business sizes involved. Existing members of the group are encouraged to continue, and new members are being sought.

Nominations can be made by providing your contact details by email to surveying@resources.qld.gov.au.