

The Department of Environment and Resource Management's (DERM) Surveying Alert provides details on recent legislative or policy changes and other developments relevant to surveyors. The following information is a reminder on current procedures and aspects of the cadastral survey requirements.

### **Notations on plans**

The department considers that it is important to make surveyors aware of significant differences in reinstatement of cadastral boundaries, where these are identified.

In cases where an extensive survey has been undertaken to reinstate the cadastre with a high level of confidence, and the reinstatement has been the subject of a thorough investigation by DERM, the department will add a notation to earlier survey plans advising surveyors to consider the reinstatement on the later survey. The following notation will be added to plans:

*Future surveys must consider reinstatement as established by ISxxxxxx/SPxxxxxx. (DERM file ref. BRI/xxxxxx)*

In cases where two survey plans show different reinstatements, but the difference has not been investigated by DERM, the following notation will draw attention to the difference:

*For alternate reinstatement, see ISxxxxxx (DERM file ref. CHQ/xxxxxx)*

Surveyors are reminded of their obligations under Section 17 of the *Surveying and Mapping Infrastructure Act 2003* including:

- to fully assess the surveys that they are relying on
- if there is any discrepancy, attempt to resolve this with the previous surveyor
- if the matter cannot be resolved with the previous surveyor, advise DERM of the discrepancy.

### **Reinstatement reports**

A written reinstatement report will assist DERM and other surveyors to better understand the reinstatement approach adopted on surveys, and may prevent delays in the survey plan validation process. Reports can be attached to survey plans, including identification survey plans, provided the report contains textual information only (i.e. no annotated diagrams).

This information can also be provided by way of an annotated survey plan, which can diagrammatically display the reinstatement details. Annotated survey plans must be accompanied by *Form 12—certificate for survey records* and an appropriate cover sheet. A copy of the form is available on the survey standards page of the DERM website <[www.derm.qld.gov.au](http://www.derm.qld.gov.au)>.

Provisionally-accredited surveyors must deposit with each plan a reinstatement report or a survey plan annotated to show the logic of the reinstatement. A committee of private and government surveyors with an interest in preserving the integrity of the cadastre have

proposed that a reinstatement report be requirement for all plans, as is the case in a number of other Australian states. This would have the benefits of:

- simplifying the task of understanding the reinstatement approach by future surveyors
- simplifying the task of assessing the reinstatement by the department
- prompting the surveyor to assess whether the reinstatement is defensible.

If you wish to comment on this proposal, please submit your response to DERM's Spatial Policy unit on (07) 3406 2176 or email <[surveying@derm.qld.gov.au](mailto:surveying@derm.qld.gov.au)>.

### **Border surveys (state border of Queensland)**

Surveyors are reminded that all surveys adjoining the Queensland border are required to comply with the current standards and policies outlined in DERM's cadastral survey requirements (Section 5.4). In addition, there are particular guidelines to be followed for surveys adjoining New South Wales. For more information and guidelines visit the survey standards page on the website <[www.derm.qld.gov.au](http://www.derm.qld.gov.au)>.

## **Use of GPS for cadastral surveys**

There are no specific requirements regarding the use of GPS in a cadastral survey. It is the professional responsibility of the surveyor to ensure that the survey meets the requirements of the legislation, regardless of the measurement technique used. This includes ensuring that: the measurement system is properly calibrated; the relevant accuracy specifications are met; and there is sufficient redundancy in the observations to eliminate gross or systematic errors. The Intergovernmental Committee on Surveying and Mapping (ICSM) has published Standards and Practices for Control Surveys (SP1) which includes best practice guidelines for the use of GPS, in chapter 2.6. SP1 is available on the ICSM website at <[www.icsm.gov.au](http://www.icsm.gov.au)>.

## **Permanent Survey Marks**

Permanent Survey Marks (PSMs) are an integral part of Queensland's cadastre. PSM numbers identify individual marks and form the primary identifier for the Survey Control Database (SCDB). Care should be taken when identifying PSMs on the face of a survey plan as incorrect identification may delay the plan validation process. The practice of showing new coordinates for existing PSMs on the face of survey plans is discouraged. Where the surveyor performs an adjustment on a number of PSMs (including existing low order PSMs) and the values for existing PSMs are better than that shown in the SCDB, the surveyor should contact DERM's Spatial Policy unit on (07) 3406 2176 or email <[surveying@derm.qld.gov.au](mailto:surveying@derm.qld.gov.au)>.

## **Amendments to endorsed survey plans**

Accredited surveyors must deposit a copy of each endorsed survey plan as soon as possible after it is endorsed, and also a new copy of the plan when it is amended and re-endorsed. An annotated copy showing the amendments to the plan must also be deposited with the copy of the amended plan. The specific requirements are set out in DERM's cadastral survey requirements (Section 3.3), available on the website <[www.derm.qld.gov.au](http://www.derm.qld.gov.au)>.

## **Survey plan barcode labels**

All survey plans are required to have a plan number barcode label prior to lodgement in DERM's Titles Registry (also known as Land Registry and the Titles Office). If there is no barcode label, the plan will not be accepted. As an endorsed plan must be correct for registration, the deposited plan should be an exact duplicate of the survey plan, including the barcode label.

## **Plan Registration Compliance Checklist (Form 10)**

DERM staff regularly find sections of the *Registration Compliance Checklist (Form 10)* which have not been completed or elements have been noted as 'N/A' even when they are evident on the plan. Elements 4, 6.3 and 7 are probably the most commonly missed. As the Form 10 was introduced to assist in improving the quality of plans, surveyors are requested to take care in completing the form.

## **Lodging plans with DERM**

Under Section 16 of the *Surveying and Mapping Infrastructure Act 2003*, surveyors are required to deposit a copy of their survey plan to DERM within 40 business days of placing a cadastral survey mark. If any cadastral plans have not been deposited with DERM, it is suggested that a copy is deposited as soon as possible. Survey plans can still be deposited as redundant catalogue plans.

## **Depositing plans via email**

Depositing endorsed survey plans (DPs) and permanent mark sketch plans via email is now a common practice. To assist DERM process the emails more efficiently, it is recommended surveyors adopt the following procedures:

1. Depositing new plans—show the plan numbers in the subject line of the email.
2. Depositing plans following amendment—show the plan numbers in the subject line, followed by the word 'Amendment'.
3. Depositing plans following a requisition—attention the email to the examiner.

When emailing plans, it is preferable that the image is black and white, has a compression of CCITT Group 4 (2d) fax, a resolution of 200 x 200 dpi and is A3 or

A4 in size. However, as Identification Surveys must be lodged with the original barcode label, scanned images will not be accepted.

Plans should be emailed to one of the following business centres:

**Business centre Email address**

Beenleigh <wfsurvbeenleigh@derm.qld.gov.au>

Brisbane <wfsurvbrisbane@derm.qld.gov.au>

Bundaberg <wfsurvbundaberg@derm.qld.gov.au>

Bundall <wfsurvbundall@derm.qld.gov.au>

Caboolture <wfsurvcaboolture@derm.qld.gov.au>

Cairns <wfsurvcairns@derm.qld.gov.au>

Ipswich <wfsurvipswich@derm.qld.gov.au>

Mackay <wfsurvmackay@derm.qld.gov.au>

Maryborough <wfsurvmaryborough@derm.qld.gov.au>

Nambour <wfsurvnambour@derm.qld.gov.au>

Rockhampton <wfsurvrockhampton@derm.qld.gov.au>

Toowoomba <wfsurvtoowoomba@derm.qld.gov.au>

Townsville <wfsurvtownsville@derm.qld.gov.au>

**Further information**

Contact DERM's Spatial Policy unit on (07) 3406 2176 or email <surveying@derm.qld.gov.au> for more information.

To subscribe or unsubscribe to the mailing list or to amend your details, go to

<[www.nrw.qld.gov.au/cgi-bin/lwgate/surveyors\\_private](http://www.nrw.qld.gov.au/cgi-bin/lwgate/surveyors_private)>.

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