

Surveying Alert



Relocation from Landcentre, Plan submissions, Departmental name change, Legal traceability for EDM

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Relocation from Landcentre

The surveying and land and spatial information functions of the Department are moving from their long-standing home at the Landcentre into Brisbane CBD. The building has served us well and has housed many paper survey records over the years. As we relocate, we have spent considerable time and resources to carefully document, package and move a very large consignment of important hard copy / paper records (plans, field books etc).

This investment will continue with a purpose built facility in Edward St for documents that we retrieve most often, and a contract with a firm providing storage and retrieval services on commercial premises for those documents that are retrieved only occasionally. These two facilities are designed to manage the cost of protecting the records and the continuation of service.

We are also permanently archiving documents to Queensland State Archives, if those records have been digitised and the paper documents are no longer required to hand.

Inevitably as we relocate, there will be some weeks (late June / July) when records are packed and transitioned, and retrieval of paper records will be more time consuming. Many records have been scanned, so there are only exceptional cases where more time will be needed to retrieve paper records. Surveyors' field notes are the most likely to be affected—about 50% of these are not yet digitised.

We do not anticipate reduced access to any electronic records.

The impact of staff relocation are:

- The surveying staff for both South Region and Land & Spatial Information unit will be located at 275 George Street from 11 June 2018.
- As these are commercial premises, there won't be a government presence in the foyer. Therefore access can only be arranged by appointment with a staff member.
- Phone numbers will remain the same.
- Postal addresses remain the same (see plan submissions below).

Plan submissions – DP & IS

The preferred method for submitting DPs and IS plans is via email. When emailing deposited plans and identifications plans, please observe these formatting conventions:

- B&W (preferably) or greyscale PDF, A3 size, 1:1 scale, scanned with original signature and barcode. Around 300-400dpi appears to give a satisfactory file size and clarity. Aim to keep file size **under 5MB**.
- One file per plan (not one file per sheet), scanned in order by the sheet number. **Do not** include other information (PM sketches, survey records) in this file.
- File named as e.g. *DP299805* for first deposited copy (RC... if an unendorsed plan, IS... if an identification plan). **NOT SPxxxxxx**.
- Subsequent copies named as *DP299805_v1* (_v2 for third copy etc).
- If sending surveying records as PDFs, use file naming such as **SP299805** [_v1 _v2] *survey records.pdf*, and make sure the pdf includes the signed certificate. We are retaining those pdfs as the scanned field book.

Covering letters aren't required (including with hardcopies), unless they convey some information for the plan examiner that is not clear from the plan. If emailing, include that information with the email.

If seeking email advice relating to a particular survey, please **include in the subject the proposed plan number and cancelled/affected lots**. For example: *Advice regarding proposed SP123456 cancelling Lots 1-2 on RP54321*. This helps us to locate the correspondence later if required. If you have obtained advice it is helpful to refer to that advice in the email when depositing the plan.

Hardcopy documents will need to be posted as they cannot be hand-delivered in Brisbane. Hardcopy documents include:

- original plans for endorsement with pre-lodgement advices
- survey records
- PSM sketches

The appropriate postal address should be used for the relevant document – for surveying contacts [see here](#).

Departmental name change

Following the state election in November 2017 the Department of Natural Resources and Mines (DNRM) was integrated into the new Department of Natural Resources, Mines and Energy (DNRME). The certificates used on

cadastral survey plans that are compiled (Forms 18) and compilation statements on other cadastral plans require the department's name as the source of compiled information. Section 33 of the *Acts Interpretation Act 1954* enables a reference to a specified department of government that no longer exists to be a reference to the department specified by notification by the Governor in Council, ie the new department's name. Therefore survey plans that refer to DNRM are still valid.

Surveyors are advised that the new departmental name (DNRME) can be used on all survey plans signed after 21 December 2017. The examples of certificates and compilation statements in the Cadastral Survey Requirements will be altered to reflect the new departmental name in the next release of the document.

Legal traceability of length for EDME

The DNRME webpage for legal traceability of length has been updated to reflect recent calibrations and changes to EDM baselines in QLD. Changes include the addition of the new pillared baseline at Eureka, the removal of all decommissioned baselines (Maroochy, Maryborough and Bundaberg), and an associated update to the calibration software.

The Eureka baseline is approximately 15km west of Childers and has undergone initial certification. A scanned copy of the Reg13 is available on the DNRME webpage. As new baselines undergo regular certifications to monitor their stability, the calibration software may be updated further until monument stability is confirmed. Surveyors using the Eureka baseline should check the webpage periodically over the next few months for updates on this baseline. Please refer to the webpage for details regarding the baseline location, access and bookings.

The Gold Coast baseline has been recertified and is available for use. Unfortunately DNRME has been advised that a disturbance to pillar 1 (inside the wastewater treatment plant) has occurred since the last calibration. Therefore surveyors are advised to use only pillars 2-7 for all instrument testing until further notice. DNRME is investigating possible courses of action.

For more information please visit the DNRME webpage for legal traceability of length or contact your local DNRME office.

<https://www.business.qld.gov.au/industries/building-property-development/titles-property-surveying/surveying/calibration-equipment>

