



Board of Surveying and Spatial Information

Restoration of Registration

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Board of Surveying and Spatial Information

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Any enquiries relating to the policy may be address to the Board of Surveying and Spatial Information at BOSSI@lpi.nsw.gov.au

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This information is correct at the date of publication; changes after the time of publication may impact upon the accuracy of the material. Any enquiries relating to this publication may be addressed to the BOSSI Secretariat BOSSI@lpi.nsw.gov.au

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Approval

Name	Role	Section the be approved
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Under the *Surveying and Spatial Information Act 2002* surveyors formerly registered in New South Wales (NSW) who have been removed from the Board's register at own request or non-payment of annual registration fees may apply to the Board to be restored to the register based upon the same terms and subject to the same conditions (if any) as applied to the person's registration immediately before removal from the Board's register.

1. Application for Restoration to the Register in NSW

An application for restoration to the Board's register needs to be made using the Board's *Application for restoration to the register of surveyors in NSW* form which is available from the Board's website www.bossi.nsw.gov.au

For the application to be acceptable to the Board, the application should also be accompanied by two passport sized photographs for the purpose of issuing an identification card, if required by surveyor, and payment via cheque or money order of the restoration fee and annual registration fee for the current financial year. Electronic payment facilities via credit card or electronic transfer are not available for the payment of the above mentioned fees.

A surveyor seeking restoration as per the Board's CPD Determination must also provide evidence of compliance for the year they were removed or if that cannot be provided, the surveyor must undertake the appropriate number of CPD activities before the Board will consider the surveyor's application for restoration. For further information please refer to **Section 6.1** of the Board's CPD Determination.

2. Processing of application

Upon receipt the application will be checked to ensure it is complete and valid by the BOSSI Secretariat. This will include checking that all documentation has been provided, payment has been made, previous registration details given, and compliance with CPD. The BOSSI Secretariat will also make inquiries with Land and Property Information and Resources and Energy regarding any outstanding matters, requisitions or issues with that organisation.

The application is then forwarded to the Board for approval at its next Board meeting. The Board may place conditions upon review of the application, information supplied and inquiries with Land and Property Information and Resources and Energy. A typical condition which may be placed upon the approval may be the attendance at an interview and the answering of outstanding matters.

Once approval has been gained, the Secretariat will inform the applicant of their approval, any conditions placed on that approval and if required the contact details for the Board member who will conduct the interview. The applicant should make contact with the nominated Board member within six months after receiving notice from the Secretariat. Surveyors will be given six months from receiving notice from the Secretariat to comply with any conditions. If conditions have not been met within six months, the Board may consider removing the surveyor from the register.

Granting of registration will also be gazetted in the NSW Government Gazette.

3. Interview

The interview is a chance for the applicant to be updated on any changes that have occurred to legislation and procedures that apply in NSW for the conduct of land and mining surveys depending upon which registration has been applied for. The nominated Board member will also provide contact details for principal contacts that the applicant will require for undertaking land and mining surveys in NSW.

The interview will also involve questions from the nominated Board member to ensure that the applicant is competent and of good character. Questions may include topics such as educational background, experience in surveying, current employment, and knowledge of processes in NSW.

4. Audit

Following approval and registration in NSW, the first few land or mining survey plans submitted by the surveyor may be audited by the appropriate government department to ensure compliance with legislative and procedural requirements in NSW. These audits may include field checks to ensure the accuracy of measurements and marking of surveys.

The surveyor will also be required to provide evidence at the next available Continuing Professional Development (CPD) Audit that they have fulfilled the requirements of the Board's CPD requirements for registration. Further information on the Board's requirements for CPD can be found in the Board's Continuing Professional Development Determination which is available on the Board's website, www.bossi.nsw.gov.au.