



**Board of Surveying
& Spatial Information**

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1. Introduction

This guideline provides additional information supporting the BOSSI Determination – Supervision by outlining recommendations for the use of general and immediate supervision for land and mining surveys in accordance with the *Surveying and Spatial Information Regulation 2017* (S&SIR 2017) under the *Surveying and Spatial Information Act 2002* (S&SIA 2002).

1.1. Scope

These guidelines are applicable to all land and mining surveys that are undertaken by a person who is not a registered land surveyor or registered mine surveyor.

2. Supervision Requirements

Only registered land surveyors can undertake a land survey, and only registered mine surveyors can undertake a mine survey. For non-registered persons undertaking such surveys, they must be under the supervision of a registered surveyor, and the supervision can be provided in the form of immediate supervision, or general supervision – depending on the circumstance.

This guideline has been drafted to assist surveyors in working towards improved supervision and integrity of surveys produced by non-registered surveyors acting under supervision. Sufficient supervision should be provided to the supervised person such that the integrity of the cadastre is maintained.

Section 21 of the S&SIA 2002 sets out the supervision requirements for land surveys, and Section 22 similarly for mine surveys.

Subsection (3) sets, out that General Supervision is applicable for:

1. Any student of surveying enrolled in a course leading to a recognised qualification.
2. A surveyor's assistant, as defined in the Boards Determination.

All other persons must be under immediate supervision.

In the Boards Determination - Surveyors Assistant, a surveyor's assistant is defined as:

1. A holder of a recognised qualification.
2. A holder of a technical qualification, with 3 or more years practical experience in surveying.
3. Unqualified person with 10 or more years practical experience in surveying.

BOSSI's Determination – Supervision further sets out the Boards requirements in terms of both immediate and general supervision.

3. Best Practice Guidelines

The supervising registered surveyor always takes full responsibility for the work of the supervised person.

3.1. General Supervision

Whilst less immediate oversight is required for general supervision, the supervising surveyor should ensure:

- A thorough and complete search of survey and title information has been obtained.

- Adequate site attendance by the supervising surveyor is undertaken for complex site requirements.
- All field notes, calculation sheets, sketches and plans are reviewed and signed.
- Adequate records are kept to verify the level of general supervision provided (this could include call logs, file notes etc).

It is recommended that attendance at the site by the supervising surveyor occurs at least once for each survey, generally at the commencement. This requirement may be considered discretionary if the survey meets the following conditions: short duration surveys (i.e., one day of field work), not complex (i.e., all reference marks are readily available and in agreement), and of low risk (i.e., structures are far enough from boundaries such that encroachments would be unlikely to occur).

3.2. Immediate Supervision

In addition to the guidance provided in the Determination, it is recommended that all items noted under General Supervision above, and the following items are implemented for immediate supervision.

- The supervising surveyor attends on site for a minimum of 50% of the time of the work.
- A person classed as requiring immediate supervision does not undertake single person field work.
- The supervising surveyor should co-sign all field notes, calculation sheets, sketches, and plans, etc. to verify they have been reviewed and confirm the quality of the work.
- The supervising surveyor should keep adequate records to verify the level of immediate supervision provided.
- The supervising surveyors should undertake sufficient on-site attendance to confirm reference marks and monuments have been adequately identified and marking correctly implemented.

3.3. Use of Digital Technology for Supervision

Supervising surveyors may be able to use digital technology to provide some level of immediate supervision from a location remote to the survey site.

Remote supervision is an effective tool to assist surveyors in the supervision of staff. Acceptable electronic techniques include audio-visual communications on phones and computers using applications such as “Zoom”, or “FaceTime”. Although remote supervision may be useful, it should not be a replacement for in person site attendance by the supervising surveyor.

The supervising surveyor should keep records of instances where remote supervision techniques were used. Records may include photographs, call logs, and audio-visual recordings.

3.4. Supervision Criteria – Flow Chart

