

Determination

Surveyor's Assistant

May 2025

Edition 2

Title:

Determination – Surveyor’s Assistant

Published by:

Board of Surveying and Spatial

Information 346 Panorama Avenue

Bathurst NSW 2795

T: (02) 6332 8238

www.bossi.nsw.gov.au

Copyright:

© Crown in right of New South Wales through the Board of Surveying and Spatial Information 2025.

This copyright work is licensed under a Creative Commons Australia Attribution 4.0 licence, <http://creativecommons.org.au>

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

Disclaimer:

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@customerservice.nsw.gov.au

Document summary

Document control

Document Details	
Status	Approved and Published
Edition	2
Date	May 2025
Author	Land and Mining Committee
Owner	Board of Surveying and Spatial Information

Change history & approval

Edition	Date	Authorised by	Change details
1	May 2020	Board of Surveying and Spatial Information	Separated from BOSSI Determinations 2019 (v3). Minor updates and amendments.
2	May 2025	Board of Surveying and Spatial Information	Updates to incorporate the new Surveying & Spatial Information Regulation 2024.

Contents

1. Introduction	6
2. Definitions.....	6
3. Objectives.....	6
4. How to become a surveyor's assistant.....	6
5. Knowledge and understanding to be a surveyor's assistant.....	8
6. Recognition.....	9

1. Introduction

In accordance with the *Surveying and Spatial Information Regulation 2024*, (the Reg) Part 13, Section 93(3), the Board of Surveying and Spatial Information (BOSSI, the Board) makes the following determination recognising abilities and experience (whether for a person or a class of persons) for the purposes of the definition of surveyor's assistant in Schedule 9 of the Reg.

The purpose of this determination is to specify the requirements, including the abilities and experience, to become a surveyor's assistant:

- a) The holder of a recognised qualification; or
- b) the holder of a technical qualification in surveying and who has the relevant practical experience (as outlined in the table below in Section 4) acceptable to BOSSI in surveying since completion of that course of study; or
- c) has at least 5 years' practical experience in surveying acceptable to BOSSI.
- d) is included in a list of surveyor's assistants kept by BOSSI.

Variations or exemptions may be considered on application in writing to BOSSI.

A surveyor's assistant may only carry out a land or mining survey under the general supervision of a registered land or mining surveyor who takes responsibility for their work.

2. Definitions

recognised qualifications refer to the to the BOSSI website:

https://www.bossi.nsw.gov.au/candidates/candidate_land_surveyors/recognised_qualifications

land survey means a survey as per the definition stated in the Surveying and Spatial Act 2002

mining survey means a survey that is carried out for the purposes of the [Work Health and Safety \(Mines and Petroleum Sites\) Act 2013](#).

Student of surveying has the meaning given to that expression by the Reg

<https://legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2024-0605>

3. Objectives

To specify the abilities and experience required to become a surveyor's assistant and to recognise the important role surveyor's assistants play in maintaining the cadastre while under the general supervision of a registered surveyor.

4. How to become a surveyor's assistant

A person who wishes to be recognised as a surveyor's assistant in NSW must have the appropriate combination of a recognised Tertiary /TAFE qualifications and the

corresponding minimum approved practical experience period. See Table below.

Equivalent qualifications may be accepted at the discretion of the Board. Where a person does not have a recognised qualification, they may become a surveyor's assistant by virtue of achieving a minimum of 5 years approved practical experience.

Approved Qualification	Minimum Approved Practical Experience
Recognised qualification for registration as surveyor (3 or 4 year equivalent Bachelor's Degree)	0
Advanced Diploma in Surveying or Associate Degree in Surveying	1 year
Diploma in Surveying	1 year
Certificate IV in Surveying	2 years
Approved practical surveying experience only	5 years

All applications for recognition as a surveyor's assistant, including payment of the applicable fees, must be made via the BOSSI portal. The applicant must include relevant documentation (see Table below).

Application Requirements for Recognition as a Surveyor's Assistant	
Complete application form	Applications must be made via the BOSSI Portal
Mandatory minimum qualifications or equivalent prior learning	Provide certified copies of relevant qualifications as required (as attachments in your application via the BOSSI portal)
Minimum practical experience period including a summary of relevant knowledge and understanding as outlined in Section 5	Refer to relevant practical experience forms: Practical Experience Form_Land Practical Experience Form_Mining

An applicant may be required to undertake an interview at the discretion of BOSSI.

5. Knowledge and understanding to be a surveyor's assistant

As outlined in the BOSSI Guideline – General and Immediate Supervision, a surveyor's assistant is able to work under the general supervision of a registered surveyor. When applying to be a surveyor's assistant the applicant must be able to demonstrate the following knowledge and experience;

- Use of surveying equipment – such as setting up tripods, use of GNSS, Total Stations etc.
- General understanding of how to read survey plans,
- General understanding of how to conduct both an office search for plans and field search for State survey and reference marks
- Correct techniques in how to prepare fieldnotes.

A land surveyor's assistant should also have an awareness of:

- Surveying & Spatial Information Act, Regulations and Directions
- BOSSI Determinations – Supervision
- BOSSI Guideline – Supervision
- BOSSI Guidelines for Field Notes
- BOSSI What is a Land Survey
- BOSSI Ethics and Code of Professional Conduct
- All field notes, calculation sheets, sketches and plans are reviewed and signed
- SG Directions and RG Guidelines
- Websites BOSSI, ORG and NSW LRS
- Portals – Spatial Collaboration Portal, Cadastral Records Enquiry (CRE), SCIMS
- Plans and plan presentation – aware of responsibilities

A mining surveyor's assistant should also have an awareness of:

- BOSSI Determinations – Supervision
- BOSSI Guideline – Supervision
- BOSSI Guidelines for Field Notes
- BOSSI Ethics and Code of Professional Conduct
- The requirements of 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.
- Mining Act and Regulation
- Work Health and Safety (Mines and Petroleum Sites) Act and Regulation

- Surveying Act and Regulation
- Survey and Drafting Directions for Mining Surveyors
- Surveyor General Directions
- Archival Research Guideline
- Definitions of land and mining surveys
- Instrument calibration/ validation requirements
- Application and use of a “Letter of Datum Reference”
- Grid transformations
- Website BOSSI and Resources Regulator/ Operations

The applicant should outline their knowledge and experience of these attributes when applying to become a surveyor's assistant. BOSSI may require an interview with the applicant if the required knowledge and experience has not been sufficiently demonstrated in the application.

6. Recognition

Once an applicant has been deemed successful and the Board confirms that their qualifications and experience are sufficient, they shall be placed on the surveyor's assistant list and provided with a 'surveyor's assistant' certificate of recognition.