

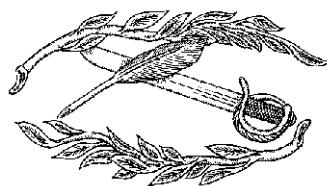


New South Wales Government

# Surveyor General's Directions

No. 2

## Preparation of Locality Sketch Plans





# Surveyor General's Directions



## DOCUMENT CONTROL SHEET

### Record of Document Issues

Version No	Issue Date	Nature of Amendment
1.0	November 1993	Initial Release
1.1	October 1994	Minor Revision
1.2	August 1997	Minor Revision
1.3	January 1999	Minor Revision
2.0	March 2000	Minor Revision – GDA94.
2.1	December 2009	Minor Revision – S&SI Reg 2006.
2.2	June 2016	Minor Revision - Departmental restructure

### Document Approval:

Approved By:

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Paul Harcombe  
Surveyor General of NSW  
Date of Approval: 30 June 2016



# Surveyor General's Directions



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## 1 Introduction

Locality sketch plans are required for all permanent marks placed within the meaning of Clause 43 of the *Surveying and Spatial Information Regulation 2012*. This directive provides guidelines for the information to be shown on Locality Sketch Plans.

Detailed information on mark types and specifications is contained in Surveyor General's Direction No. 1 - Approved Permanent Marks. Copies are available through the website of Spatial Services – Department of Finance, Services and Innovation.

Mark fittings and blank locality sketch plans are obtainable from the distribution centres listed in Appendix A.

## 2 Requirements for Preparation of Locality Sketch Plans

Basic information required in the preparation of locality sketch plans comprises:

- (a) On-site measurements, adequate to locate the mark;
- (b) Information, measured or calculated, essential for the plotting of a permanent mark position onto the Digital Cadastral Data Base (DCDB);
- (c) MGA co-ordinates of the mark, scaled from a DFSI Spatial Services map, calculated or measured directly to enable the placement of mark details in SCIMS;
- (d) Australian Height Datum (AHD) level values where required by Clauses 13 & 43 of the *Surveying and Spatial Information Regulation 2012* (see Appendix C).

## 3 Information to be recorded on Locality Sketch Plans

The following outlines the information to be shown on locality sketch plans.

### 3.1 New Urban Subdivisions

In new kerbed and guttered subdivisions, the following should be provided:

- (a) For a State Survey Mark (SSM) placed in a concrete kerb or gutter at least 3 basic distance connections to fixed services, objects or reference marks. Fixed services are such things as power poles, manhole covers, stop valves and gutter inlet pits. Objects can be anything of a substantial and permanent nature. Reference marks are as defined by Schedule 3 of the *Surveying and Spatial Information Regulation 2012*;
- (b) For an SSM placed elsewhere or a Permanent Mark (PM) at least 4 distance connections to fixed services, objects or reference marks (including an offset to a boundary);



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- (c) Adjacent lot numbers and deposited plan number;
- (d) Approximate distance, to the nearest 10 metres, to the nearest street intersection identifiable on a DFSI Spatial Services map or a current street directory.
- (e) MGA co-ordinates to assist in the plotting of the survey mark.

An example is provided in Diagram 1.

### 3.2 Existing Developed Areas

In existing developed and mapped areas, the following should be provided:

- (a) If an SSM is placed in a concrete kerb or gutter, at least 3 distance connections;
- (b) If an SSM is placed elsewhere or a PM is placed, at least 4 distance connections (including an offset to a boundary);
- (c) If a mark is on a road or at a road intersection, show the names of the roads if they are identifiable on a map or a currently published street directory;
- (d) The adjacent house postal numbers (and if available the lot and deposited plan numbers) and the approximate distance, to the nearest 10 metres, to the nearest street intersection;
- (e) MGA co-ordinates to assist in the plotting of the survey mark.

An example is provided in Diagram 2.

### 3.3 Rural Areas

In rural areas, the following should be provided:

- (a) At least 3 connections, with magnetic bearing and distance, to easily identifiable objects or monuments of a permanent nature. Where possible show a magnetic bearing along all fences and to any visible trigonometrical station or recognisable structure (e.g. church spire, tower, reservoir) and at least two of the following:
- (b) MGA co-ordinates either scaled from a map, or measured directly;
- (c) A connection to an identifiable feature depicted on a map;
- (d) A connection to a cadastral corner and indicate portion and/or lot numbers, parish and county names;



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- (e) An odometer (tripmeter) distance to nearest approximate 0.1 km from an officially named and identifiable geographical feature – in addition to a distance from the nearest post office, or similarly well-known structure.

Examples are provided in Diagrams 3 and 4.

### 3.4 Additional Information

Additional information can be attached to the locality sketch plan to assist in the plotting of the mark's position.

This information can be in any of the following forms:

- (a) A copy of a map or recently published street directory showing the approximate position of the survey mark;
- (b) A written description, starting from a geographical or topographically defined feature with direction and odometer readings to locate the approximate position of the mark;
- (c) A copy of a deposited plan showing the mark's location.

### 4 Survey Plaques

Survey plaques are designed to help preserve and protect marks by aiding the identification and location of Permanent Marks. The purpose of the plaque is to advise that there is a survey mark in the vicinity, assist the location of the mark by the user and warn that there is a penalty for the destruction of the mark (see Diagram 5).

It is recommended that:

- (a) The plaque should be placed, wherever possible, to face in the direction of the mark.
- (b) The plaque should be fixed to an aluminium star dropper or length of white PVC pipe of minimum diameter 90 mm securely embedded in the ground.
- (c) The consent of the relevant utility authority or owner should be sought where it is intended to attach the plaque to a power pole or other feature, e.g. fencepost.
- (d) The plaque and post (if used) should be located so that no hazard is created to the public or livestock.
- (e) The bearing and distance from the mark to the plaque should be included on the sketch plan and stamped on the plaque if possible.

Sensible usage of these plaques should ensure a greater awareness of these marks and save time when locating Permanent Marks.

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### 5 Lodgement of Locality Sketch Plans

As soon as possible after placement, the original locality sketch plans are to be lodged with:

Office of the Surveyor General  
Spatial Services – Department of Finance, Services & Innovation  
Queens Square Building  
1 Prince Albert Rd  
SYDNEY NSW 2000

or

GPO Box 15  
SYDNEY NSW 2001

Telephone: 02 8258 7516  
Email: [SCIMS@lpi.nsw.gov.au](mailto:SCIMS@lpi.nsw.gov.au)

If lodgement of locality sketch plans is delayed too long there is a danger that another survey control mark may be placed in the same location, wasting surveyors' time and resources.


For further information contact Survey Information & Systems in Sydney or Bathurst or your nearest Distribution Centre and refer to the applicable Clauses of the Surveying and Spatial Information Regulation 2012 (see Appendices A and B).



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## Diagram 1 - New Urban Subdivision



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### LOCALITY SKETCH PLAN

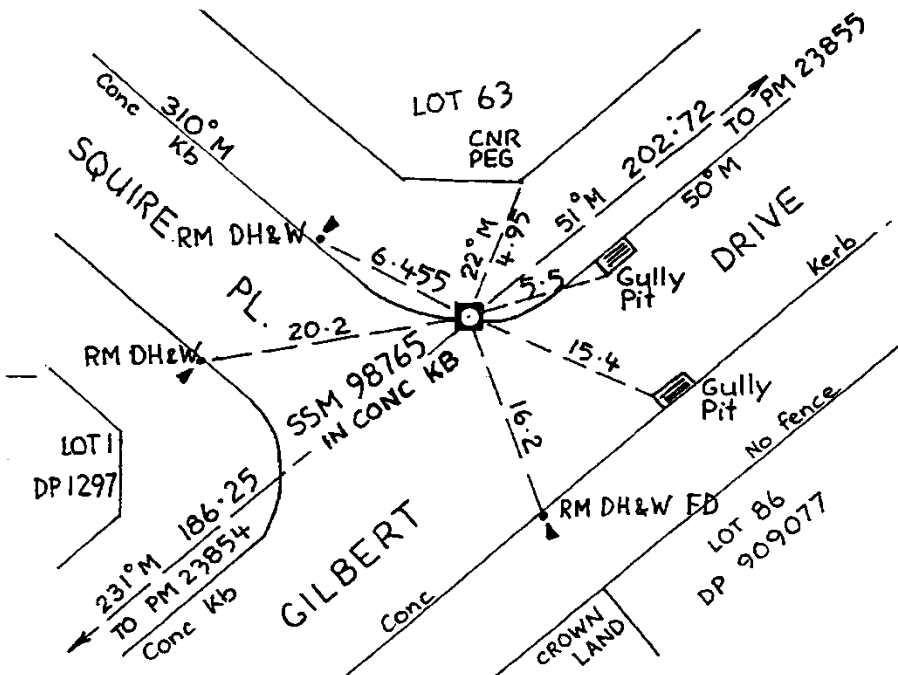
PM \_\_\_\_\_

SSM 98765

Description \_\_\_\_\_

Parish CASTLE HILL County CUMBERLAND Town/Suburb/Locality CASTLE HILL

Municipality or Shire BAULKHAM HILLS C.M.A. Map Sheet ROUSE HILL 49167-9



APPROX ISG COORDS  
E 299095.7  
N 1268125.5 Zone 56/1

SURVEY PRACTICE REGULATION 1990			
MARK	AHD	SOURCE	DATE
SSM 98765	102.765		10/10/92
HEIGHT DETERMINED BY DIFF. LEVELLING (specify)			
ADOPTED MARKS			
PM 23854	104.976	SCIMS	1/10/92
PM 23855	109.231	SCIMS	"

Measurements are in metres

PM \_\_\_\_\_

SSM 98765

Replaces PM SSM

I certify that the Mark or Marks have been placed and numbered as detailed hereon.

Signed R. Cooke

Mark placed 10/10/1992

Organization placing Marks ACME SURVEYS

Ref. 92/1478






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Diagram 2 - Existing Developed Area



**LIL**  
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## LOCALITY SKETCH PLAN

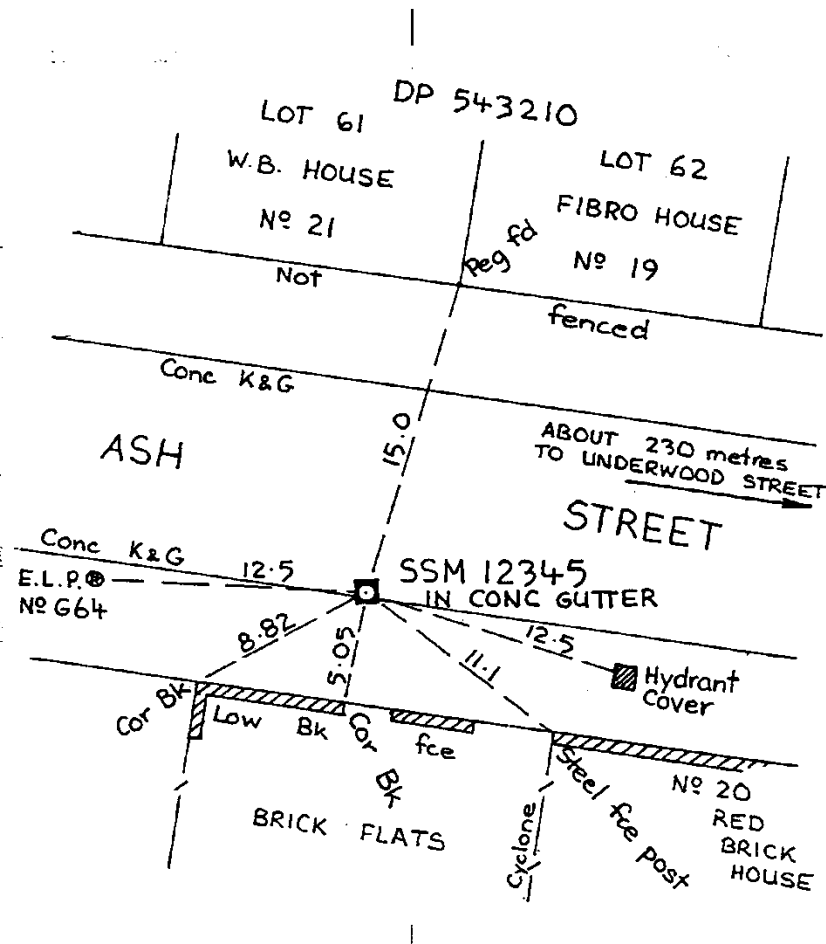
PM \_\_\_\_\_

SSM 12345

Description \_\_\_\_\_

Parish PROSPECT County CUMBERLAND Town/Suburb/Locality BLACKTOWN

Municipality or Shire CITY OF BLACKTOWN C.M.A. Map Sheet BLACKTOWN U9160-7



SURVEY PRACTICE REGULATION 1990			
MARK	AHD	SOURCE	DATE
SSM 12345	101.251		12/10/92
HEIGHT DETERMINED BY DIFF. LEVELLING (specify) <b>TRIG. HEIGHTING</b>			
ADOPTED MARKS			
PM 3418	89.252	SCMS	11/10/92
PM 3419	95.371	SCMS	11/10/92

Measurements are in metres

I certify that the Mark or Marks have been placed and numbered as detailed hereon.

Signed *[Signature]*

Mark placed 10/10/1992

Organization placing Marks XYZ SURVEYS

Ref. \_\_\_\_\_

PM \_\_\_\_\_

SSM 12345


Replaces PM SSM



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### Diagram 3 - Rural Area



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## LOCALITY SKETCH PLAN

PM 67020

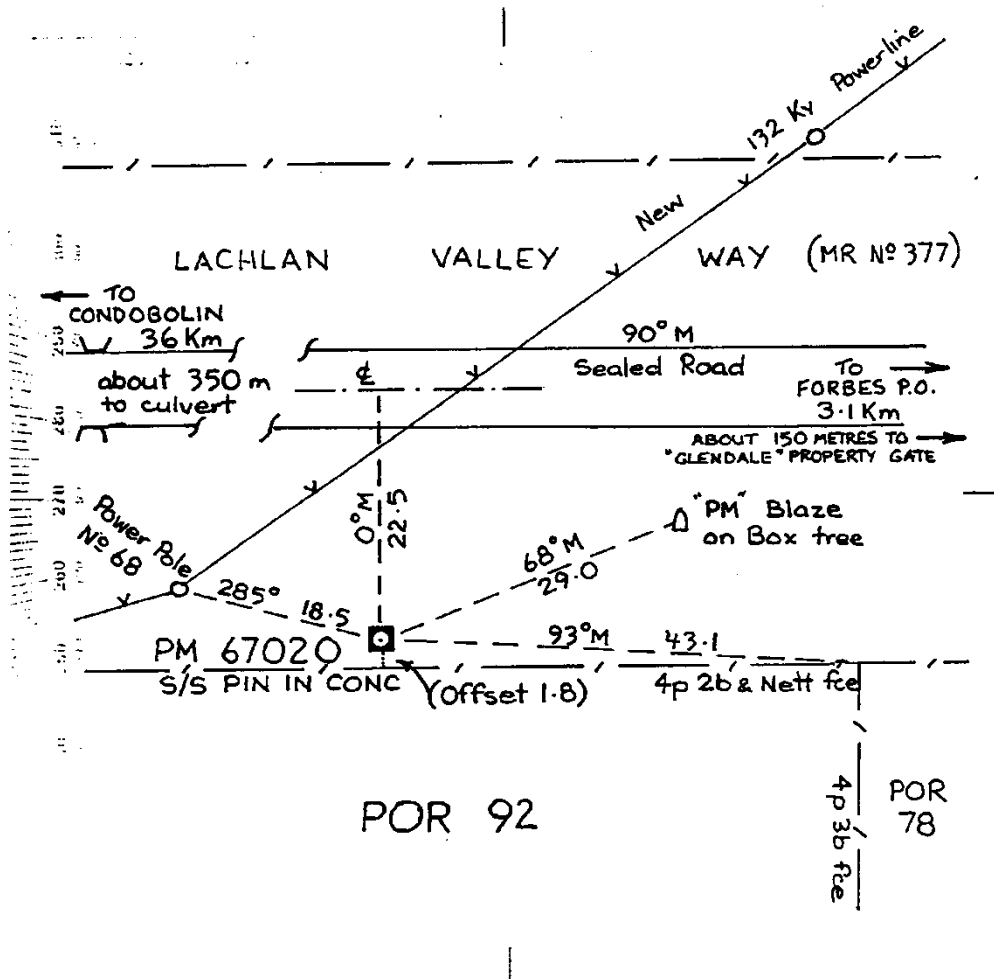
SSM

Description -----

Parish WAAYOURIGONG County FORBES Town/Suburb/Locality West of FORBES

Municipality or Shire JEMALONG C.M.A. Map Sheet JEMALONG 8431-2

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SURVEY PRACTICE REGULATION 1990			
MARK	AHD	SOURCE	DATE
HEIGHT DETERMINED BY DIFF. LEVELLING (specify) TRIG. HEIGHTING			
ADOPTED MARKS			

Measurements are in metres

I certify that the Mark or Marks have been placed and numbered as detailed hereon.

PM 67020

SSM       

Signed Adwey

Mark placed 10/10/1992

Organization placing Marks SOUTHERN ELECTRIC

Replaces PM SSM


Ref.



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### Diagram 4 - Rural Area



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NSW DEPARTMENT OF LANDS

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## LOCALITY SKETCH PLAN

PM 36044

SSM     

Description

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Parish ELLIS County BRISBANE Town-Suburb-Locality KAYUGA

Municipality or Shire MUSWELLBROOK C.M.A. Map Sheet ABERDEEN 9033-1-S

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**Km**

**ACCESS**

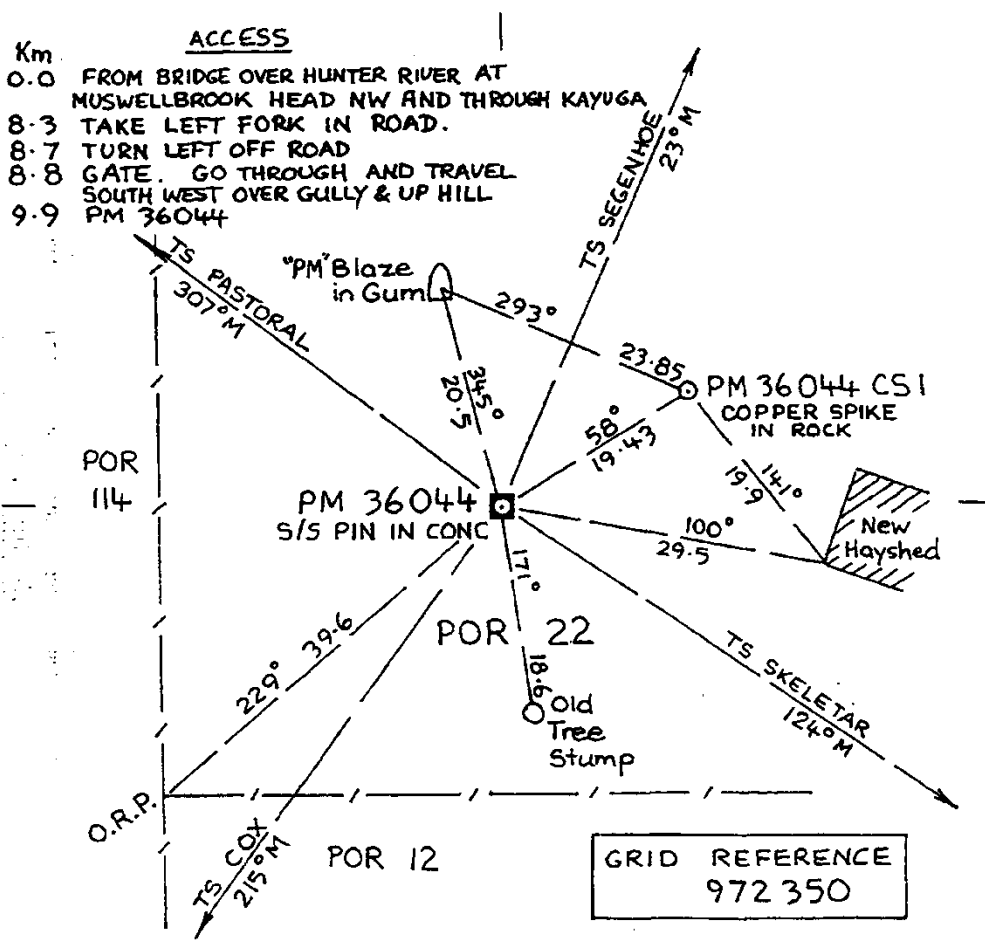
0.0 FROM BRIDGE OVER HUNTER RIVER AT MUSWELLBROOK HEAD NW AND THROUGH KAYUGA

8.3 TAKE LEFT FORK IN ROAD.

8.7 TURN LEFT OFF ROAD

8.8 GATE. GO THROUGH AND TRAVEL SOUTH WEST OVER GULLY & UP HILL

9.9 PM 36044



The diagram shows a central point labeled 'PM 36044 S/S PIN IN CONC'. Surrounding this point are several bearings and distances to other landmarks:

- TS PASTORAL: 307° M
- TS SEGENHOE: 23° M
- TS SKELETAR: 124° M
- TS COX: 215° M
- Old Tree Stump: 186°
- New Hayshed: 100°
- PM 36044 CS1 COPPER SPIKE IN ROCK: 58°
- Other bearings: 293°, 229°, 171°, 141°, 19.9, 19.43, 23.85, 29.5, 20.5, 14.5

Other features include POR 114, POR 22, POR 12, and O.R.P.

GRID REFERENCE  
972 350

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SURVEY PRACTICE REGULATION 1990			
MARK	AHD	SOURCE	DATE
PM 36044	201.1		10/10/92
HEIGHT DETERMINED BY DIFF-LEVELLING TRIG HEIGHTING (specify)			
ADOPTED MARKS			
SKELETAR	333.45	SCIMS	10/10/92
SEGENHOE	377.4	"	"

Measurements are in metres

PM 36044

SSM     

Replaces PM SSM

I certify that the Mark or Marks have been placed and numbered as detailed hereon.

Signed A Geodist

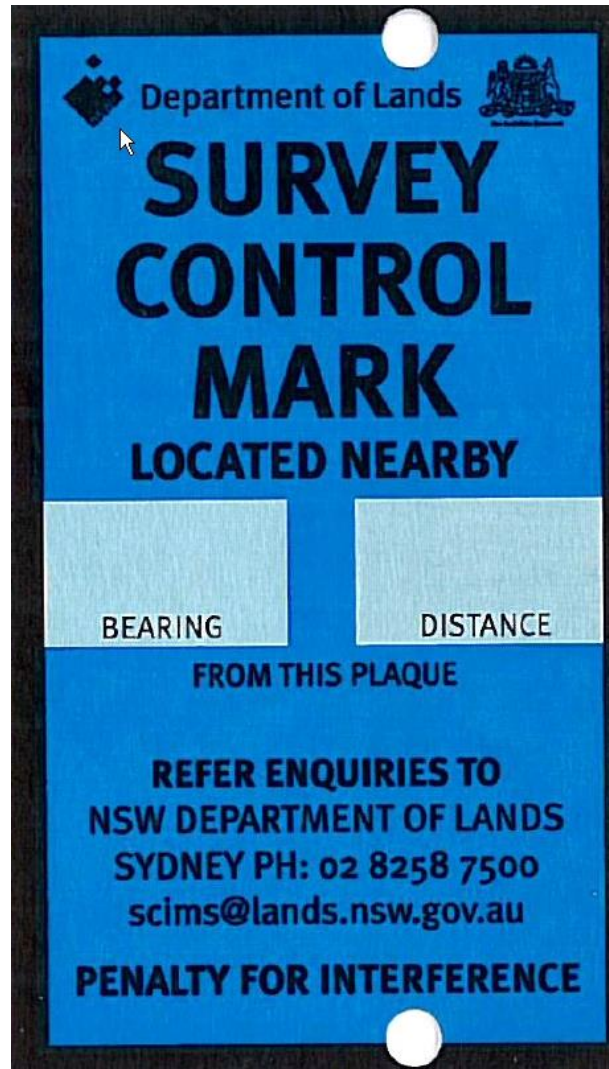
Mark placed 10/10/1992

Organization placing Marks NORTHERN ENGINEERING SURVEYS

Ref:



Diagram 5 - Survey Plaque





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### Appendix A - Distribution Centres for Survey Mark Fittings and Forms

The list below shows distribution points of survey mark fittings and forms:

SYDNEY:                      Survey Information & Systems                      Phone: (02) 8258 7516  
Spatial Services – Department of Finance, Services & Innovation  
Queens Square Building or (GPO Box 15)  
SYDNEY NSW 2000                      (Sydney NSW 2001)  
Email: [SCIMS@lpi.nsw.gov.au](mailto:SCIMS@lpi.nsw.gov.au)

ARMIDALE:                      New England Surveying & Engineering                      Phone: (02) 6772 3141  
1/161 Rusden St  
(PO Box 656)  
ARMIDALE NSW 2350  
Email: [info@nese.com.au](mailto:info@nese.com.au)

BATHURST:                      Spatial Services –                      Phone: (02) 8258 7516  
Department of Finance, Services & Innovation  
346 Panorama Avenue  
(PO Box 143)  
BATHURST NSW 2795  
Email: [SCIMS@lpi.nsw.gov.au](mailto:SCIMS@lpi.nsw.gov.au)

COFFS HARBOUR:                      Spatial Services –                      Phone: (02) 6659 8805  
Department of Finance, Services & Innovation  
Unit C, 30A Orlando St  
(PO Box 4218)  
COFFS HARBOUR NSW 2450  
Email: [William.Skerda@lpi.nsw.gov.au](mailto:William.Skerda@lpi.nsw.gov.au)

DUBBO:                      Langford & Rowe Consulting Surveyors                      Phone: (02) 6882 1611  
46 Church St  
DUBBO NSW 2830  
Email: [langrowe@langrowe.com](mailto:langrowe@langrowe.com)

GOULBURN:                      Transport Shared Services – Delivery                      Phone: (02) 4824 3119  
66-70 Robinson St  
GOULBURN NSW 2580  
Email: [Stephen.Butt@transport.nsw.gov.au](mailto:Stephen.Butt@transport.nsw.gov.au)



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GRAFTON:	A. Fletcher & Associates Pty Ltd 86 Victoria St (PO Box 1213) GRAFTON NSW 2460 Email: <a href="mailto:afletch@hotmail.net.au">afletch@hotmail.net.au</a>	Phone: (02) 6642 2300
LISMORE:	Spatial Services – Department of Finance, Services & Innovation 120 Dalley St EAST LISMORE NSW 2480 Email: <a href="mailto:Dave.Hegerty@lpi.nsw.gov.au">Dave.Hegerty@lpi.nsw.gov.au</a>	Phone: (02) 6626 5670  (PO Box 73) (Lismore NSW 2480)
MOREE:	SMK Consultants Pty Ltd 39 Frome St (PO Box 774) MOREE NSW 2400 Email: <a href="mailto:kaye@smk.com.au">kaye@smk.com.au</a>	Phone: (02) 6752 1021
NEWCASTLE:	Spatial Services – Department of Finance, Services & Innovation Level 2, 117 Bull St NEWCASTLE WEST NSW 2302 Email: <a href="mailto:James.O'Kane@lpi.nsw.gov.au">James.O'Kane@lpi.nsw.gov.au</a>	Phone: (02) 9228 6729
NOWRA:	Spatial Services – Department of Finance, Services & Innovation 5 O'Keefe Ave (PO Box 309) NOWRA NSW 2541 Email: <a href="mailto:Dennis.Sluys@lpi.nsw.gov.au">Dennis.Sluys@lpi.nsw.gov.au</a>	Phone: 0429 608 616
PORT MACQUARIE:	Spatial Services – Department of Finance, Services & Innovation c/o Port Macquarie-Hastings Council Water Operations Centre Clearwater Cres (PO Box 84) PORT MACQUARIE NSW 2444 Email: <a href="mailto:Greg.Aide@lpi.nsw.gov.au">Greg.Aide@lpi.nsw.gov.au</a>	Phone: (02) 6584 9942



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SINGLETON:	Singleton Council Civic Centre 12-14 Queen St (PO Box 314) SINGLETON NSW 2330 Email: <a href="mailto:poakley@singleton.nsw.gov.au">poakley@singleton.nsw.gov.au</a>	Phone: (02) 6578 7301
TAMWORTH:	Bath Stewart Associates Pty Ltd 239 Marius St (PO Box 403) TAMWORTH NSW 2340 Email: <a href="mailto:office@bathstewart.com.au">office@bathstewart.com.au</a>	Phone: (02) 6766 5966
WAGGA WAGGA:	Wagga Wagga City Council Allan Turner Depot Fernleigh Rd GLENFIELD PARK NSW 2650 Email: <a href="mailto:blomfield.david@wagga.nsw.gov.au">blomfield.david@wagga.nsw.gov.au</a>	Phone: (02) 6971 4627  (PO Box 20) (Wagga Wagga NSW 2650)
WYONG:	Spatial Services – Department of Finance, Services & Innovation c/o Wyong Shire Council Hely St (PO Box 20) WYONG NSW 2259 Email: <a href="mailto:John.Cassidy@lpi.nsw.gov.au">John.Cassidy@lpi.nsw.gov.au</a>	Phone: (02) 4350 5324



### Appendix B - Applicable Clauses of the Surveying and Spatial Information Regulation 2012

#### *39 Surveyor to report position of permanent survey marks*

If, while carrying out a survey, a surveyor:

- (a) places a new permanent survey mark, or
- (b) becomes aware that an existing permanent survey mark has been removed,

damaged, destroyed, displaced, obliterated or defaced, or is in a state of disrepair, the surveyor must notify the Surveyor-General of that fact and of the number and location of the permanent survey mark concerned.

#### *43 New permanent survey marks*

(1) A permanent survey mark placed for the purposes of a survey:

- (a) must be so located as to be suitable for orientation of the survey and for redefinition of the survey, including orientation and redefinition by means of GNSS surveying techniques, and
- (b) if situated at a road junction, road intersection, road angle or crest of a hill, must be so located as to be:
  - (i) visible from other permanent survey marks without obstruction, and
  - (ii) suitable for subsequent inclusion in the State control survey, and
- (c) must be identified in a sketch plan prepared in accordance with approved standards.

(2) In the case of an urban survey, if any two of the permanent survey marks referred to in clause 41 (1) have accurate AHD values, an accurate AHD value must be determined for any other permanent survey mark placed for the purposes of the survey.

(3) A sketch plan referred to in sub clause (1) (c):

- (a) must show the nature of each permanent survey mark placed by the surveyor, and
- (b) must show the MGA co-ordinates of each such mark, together with an estimate of the accuracy of those co-ordinates, and
- (c) if an accurate AHD value has been determined for that mark in accordance with sub clause (2), must show that value.

(4) The sketch plan must be forwarded to the Surveyor-General within 2 months of the placement of the permanent survey mark concerned.

*End of Direction*