

SPEAR News - Surveying and Planning through Electronic Applications and Referrals
Image of a woman in an office space

April 2022

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| Welcome to the first issue of SPEAR News for 2022.  This newsletter provides updates on the ePlan pilot, information on the upcoming SPEAR release and User Group meeting, handy hints for users, new SPEAR staff arrivals and SPEAR training information. |

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| **Key dates:**  SPEAR Release 5.5 – 15 July 2022  SPEAR User Group Meeting – 5 October 2022 |

# ePlan updates

## ePlan pilot

Since the pilot began in July last year, 18 surveying firms have created ePlans using the Single CAD Format File (SCFF) in the ePlan Portal. Forty-two ePlans have been formally submitted in SPEAR, with an additional 104 awaiting submission to council.

One highlight of the pilot to date is that eight surveying firms have created ePlans prior to any training, indicating how intuitive the portal is to use.

Following improvements to ePlan services, the pilot group was provided with ePlan creation training on 8 March, and Visualisation Enhancement Tool (VET) training on 7 April.

The SPEAR team would like to thank all surveying firms for their participation in the pilot, and for their commitment, feedback and support. The pilot continues into the second half of this year with the aim of increasing participation from the surveying industry and increasing the uptake of ePlan.

SPEAR provides training and ongoing support to assist surveying firms transition to ePlan. Surveying firms interested in ePlan can contact the team via email – [spear.info@delwp.vic.gov.au](mailto:spear.info@delwp.vic.gov.au).

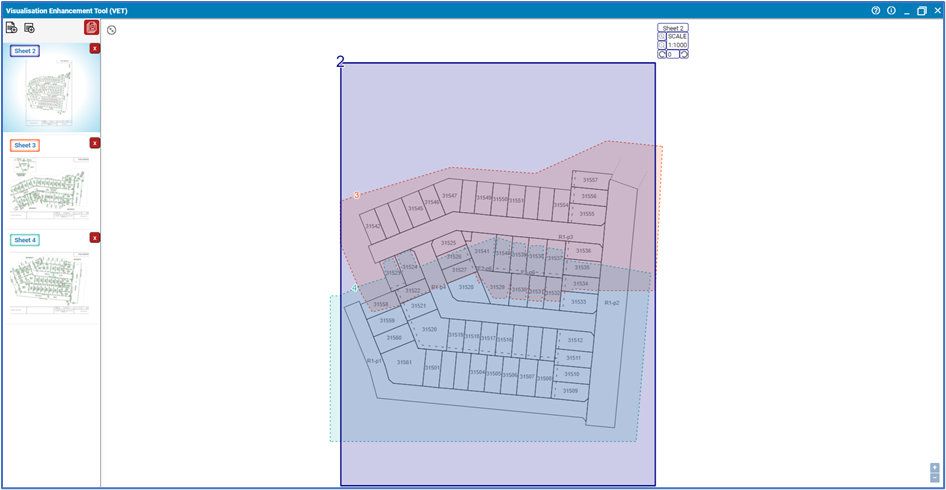
## Enhancement to support large estate subdivisions

The Visualisation Enhancement Tool (VET) provides surveyors with ‘CAD like’ functions to enhance the presentation of plans. This includes moving the placement of textual labels and arrows, and in creating enlargements and index sheets.

In response to feedback, new enhancements to VET have been made, which enable surveying firms to produce ePlans for large estate and detailed subdivisions more efficiently.

VET now allows surveyors to define index sheets using the new Intelligent Key Sheet (IKS) functionality. Based on the layout designed in the IKS, the sheets are automatically created. The diagram extent can also be modified in a polygonal manner, enabling surveyors to fit the diagram/enlargement diagram details within the sheets based on their preferred layout. VET also suggests the required ‘SEE SHEET’ label referencing for overlapping sheets.

The image below shows an index sheet designed using the IKS, which contains the diagram extent, scale, rotation and the required overlapping area for the three sheets (2, 3 and 4).



Thanks to SMEC and Veris for their valuable feedback during the development of this new VET functionality.

# SPEAR release 5.5

The following is a summary of the changes proposed for the next release in May. SPEAR Release Notes will be published on the SPEAR website.

### Surveyors purchasing plan numbers

SPEAR will provide the ability for Applicant Contact organisations to request/purchase plan numbers electronically through SPEAR. Users can request plan numbers against a variety of plan number types (PS & PC - $10 each, TP & OP - no fee), and pay for them electronically.

Plan number requests will be sent by SPEAR to VOTS and recorded against the user’s VOTS customer code. A spreadsheet containing the requested plan numbers will be emailed to the requesting firm, along with a payment confirmation.

### Melbourne Strategic Assessment consenting party process improvements

Several enhancements have been made to the consenting party process in SPEAR, supporting the Department of Environment, Land, Water and Planning (DELWP) Melbourne Strategic Assessment (MSA) functionality. This will improve efficiency in processing applications requiring DELWP consent. These changes include notifying DELWP of MSA-affected applications earlier, providing additional data pre-population, and checking the most recent volume and folio information provided by the lodging party on the Application Lodgment Forms to better identify MSA-affected parcels.

As part of this change, self-representing lodging parties can now store their details against their SPEAR site profile for pre-population onto the Application Lodgment Form. These applicant details will be pre-populated when the checkbox marked ’The Lodging Party is representing itself as the Applicant’ is ticked.

### Automated SPEAR notifications and validation of ePlans to update the digital cadastre

ePlans will now be validated against the digital cadastre to provide feedback to surveyors on the cadastral fit of their proposed plans. Results of the validation will be incorporated into the ePlan Validation Report. Additionally, SPEAR will now send every version of an ePlan to update the proposed layer of the digital cadastre (Vicmap). PDF plans will continue to be updated at defined milestones in the SPEAR workflow.

# SPEAR User Group meeting

The next User Group meeting (UGM) is scheduled for 5 October 2022 at the Melbourne Convention & Exhibition Centre. This will be our first onsite streamed event and the SPEAR team looks forward to seeing our users either in person, or online.

Further details regarding the UGM will be advised closer to the date. Please ensure you save the date in your diary.

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| **Reminder**  **As an Applicant Contact, do you need to request a change/enquire about**  **an RE (Notice of Re-establishment) submission in SPEAR? If so, please contact** [**sgv.surveyors@delwp.vic.gov.au**](mailto:sgv.surveyors@delwp.vic.gov.au) |

# Handy hints

## Digital Survey Geometry files

Surveyors not yet using ePlan are advised to supply a Digital Survey Geometry (DSG) file as early as possible in SPEAR, as it will minimise delays caused by parcels and addresses not appearing in Vicmap.

In conjunction with the Digital Cadastre Modernisation project, enhancements to SPEAR and other Land Use Victoria (LUV) systems will soon be rolled out to enable the use of ePlans, instead of DSG files to update Vicmap/LASSI. LUV is focused on increasing the number of ePlans submitted by surveyors. Where an ePlan is submitted in SPEAR, a DSG file is **not** required. **n**

## Email documents to a third party from SPEAR

It is sometimes necessary to email documents from SPEAR to a third party who does not have SPEAR access. For example, when requesting a mortgagee to nominate title(s), the mortgagee may require copies of some documents that have been supplied in SPEAR before it is prepared to complete the title nomination in PEXA (Property Exchange Australia).

Documents can be sent more efficiently from within SPEAR, while keeping a record in the SPEAR Activity log for future reference, instead of downloading and saving files locally and sending emails from your own email address.

Documents in SPEAR can be emailed to a third party using the following process:

* Click on the Email/Download Document link located under the blue SPEAR banner in the top right-hand section of the screen within an application.
* The stakeholder groups can be expanded to view all documents that have been supplied in that application. Select the documents you would like to email to the third party
* Once the required selections have been made, click ‘email’.
* Enter the recipient’s email address. You can also elect to send a copy of the email to yourself. Include optional text with the email to provide further detail and instruction if required.

An email will be sent automatically from SPEAR to the address you have entered. The recipient will not require a SPEAR login to view these documents and will only be able to click on links in the notification email to view the PDFs directly.

For more information regarding the ‘Email/Download Document’ function you can visit [User Guide 30 – Emailing and saving SPEAR documents.](https://www.spear.land.vic.gov.au/spear/pages/about/about-the-application/user-guides.shtml)

## Statutory vs non-statutory referrals within council departments

Did you know that Responsible Authorities (councils) can refer subdivision applications to their own internal departments as either a statutory or non-statutory referral?

### Statutory referrals to an internal department

Some council departments (e.g. engineering or infrastructure) may be authorised to act in the capacity of a statutory referral authority. If these internal departments are set up as statutory referral authorities in SPEAR, their consent is required with respect to Section 55 and/or Section 8 referrals. These referrals hold the same requirements and powers as external statutory referral authorities (e.g. power and water authorities).

### Non-statutory referrals to an internal department

Responsible Authorities may also set up any internal departments as a non-statutory referral. This allows council to refer an application either for information only, or to seek ‘comments’ regarding subdivision applications. Non-statutory referrals work in a similar way to statutory referrals in SPEAR where the internal department will be asked to provide a comment on consent, or advise they would like further information, etc. However, these responses are non-binding and council may proceed to make a permit or certification decision despite the nature of the non-statutory response.

The SPEAR Service Desk can assist with setting up internal referral sites and discuss any questions you may have.

## Allow receiving and relinquishing parties to be represented by different lodging parties

For applications that create an easement under Section 45 of the *Transfer of Land Act 1958*, SPEAR provides the ability for two different lodging parties to operate in a single SPEAR application on behalf of the receiving and relinquishing parties.

This functionality allows:

* The first lodging party introduced to the application to become the ‘Primary Lodging Party’
* The primary lodging party to select their role (receiving or relinquishing party) and invite the other lodging party into the application to act in the other role
* Both lodging parties to complete/edit and sign their section of the Application Lodgment Form
* The primary lodging party to be responsible for payment and lodgment of the application with Land Use Victoria (LUV), responding to LUV requisitions and withdrawing/re-opening the application if required
* The application lodgment form to be re-signed by both parties if modified by either one of the lodging parties
* Notification of lodgment and registration at LUV to both lodging parties

It is important to note that **BOTH** lodging parties must be SPEAR ELN subscribers to facilitate lodgment through SPEAR. If one of the lodging parties is not a SPEAR ELN subscriber, the lodgment must occur outside SPEAR.

For a demonstration of this functionality, please refer to the [video tutorial](https://www.youtube.com/watch?v=EJa1i-056J0) available on the [SPEAR website](https://www.spear.land.vic.gov.au/spear/pages/lodging-parties/video-tutorials.shtml) .

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| **Reminder**  SPEAR ELN users are reminded that the SPEAR Service Desk is **not** responsible for the examination and registration of plans, and as such does not provide plan status updates or information regarding lodged applications.  If you would like to be notified when a plan is picked up for examination, you can subscribe to a Property Transaction Alert using [LANDATA®](https://www.landata.vic.gov.au/). For more information, see the [Current registration processing times](https://www.spear.land.vic.gov.au/spear/pages/about/contact-us/land-victoria.shtml) on the SPEAR website. |

# New staff onboard!

The Electronic Subdivisions Unit welcomed Shirley Zhang and Nick Landy to the team in March.

Shirley and Nick are ePlan Project Officers, recruited to the team as part of the Digital Twin Victoria program to support surveying firms and Land Use Victoria in the implementation of ePlan and faster subdivision registration.

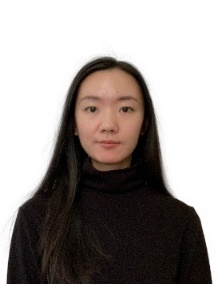
 Shirley has previously worked with surveying firms and has experience in greenfield subdivisions, field work, drafting cadastral survey plans and supporting survey documents. Shirley has a Master of Engineering (Spatial) and a Bachelor of Science Geographic Information System. With her surveying and GIS background she is passionate about problem solving and spatial data processing.

Image of new SPEAR team member Nick Landy.

Nick has previously worked with surveying firms, having gained experience in subdivisions, surveying field work and working to ensure projects met the necessary requirements to facilitate their successful completion and registration.  Nick has a Bachelor of Environments (Major in Geomatics) and a Master of Engineering. He is passionate about the surveying industry and the adoption of new technology and work practices that can facilitate improvement to the land development process.

Shirley and Nick have hit the ground running and are fantastic additions to the team. They both look forward to meeting and working with our users over the coming months.

# SPEAR training

The following dates have been scheduled for our quarterly online training sessions. If you wish to attend, please save the date and use the self-registration link which will be shared via SPEAR broadcast message closer to the respective dates. If you have any queries regarding training, please contact the SPEAR Service Desk on (03) 9194 0612.

Lodging Parties

Thursday 5 May, 3 August, 3 November

Responsible Authority – councils

Wednesday 11 May, 4 August, 9 November

Non-statutory referral authorities – councils

Wednesday 11 May

Applicant Contact

Thursday 19 May, Wednesday 10 August, Thursday 17 November

Statutory & non-statutory referral authorities

Wednesday 10 August, Thursday 17 November

## Video tutorials

### Responsible Authority users

The following [video tutorials](https://www.spear.land.vic.gov.au/spear/pages/responsible-authorities/video-tutorials.shtml) are now available on the SPEAR website to assist Responsible Authority users in their day-to-day use of SPEAR. They should be your first reference when experiencing an issue, as you probably have the answer at your fingertips! If not, please contact the SPEAR Service Desk [spear.info@delwp.vic.gov.au](mailto:spear.info@delwp.vic.gov.au).

* Navigating the Application List screen
* Maintaining the main tabs of a SPEAR application
* How does a Responsible Authority receive a new application in SPEAR?
* How does a Responsible Authority complete advertising instruction in SPEAR?
* How to authenticate SPEAR documents
* How does a Responsible Authority refer an application to a referral authority?
* How does a Responsible Authority prepare and submit address allocations for applications in SPEAR?

# Support

The SPEAR team wants to ensure your questions and issues are resolved quickly.

Contact the SPEAR Service Desk on (03) 9194 0612:

* Press 1 for SPEAR assistance
* Press 2 for ePlan enquiries
* Press 3 for Subdivision Branch & Applications and Survey Branch enquiries

Alternatively, you can send your enquiry by email to [spear.info@delwp.vic.gov.au](mailto:spear.info@delwp.vic.gov.au)

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| Contact SPEAR  **T:** 03 9194 0612  **E:** [spear.info@delwp.vic.gov.au](mailto:spear.info@delwp.vic.gov.au)  **W:** www.spear.land.vic.gov.au |

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