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**SPEAR**

Surveying and Planning through Electronic Applications and Referrals

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**SPEAR User Group Meeting  
Feedback Notes**Meeting Date: 15 July 2021

# SPEAR User Group Meeting: Feedback Notes from meeting dated 15 July 2021

|  | **Question** | **Response** |
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|  | Why is it that when you submit an application for re-certification (Form 8) for a plan that contains an Owners Corporation (OC) schedule, you cannot load a new version of the OC schedule until council accepts the Form 8 application? | The OC schedule can be added after you add your new proposed plan, but before you authenticate the plan (as the OC you provide will be appended to the plan and will also require authentication).  After the Form 8 and proposed plan have been submitted, the plan becomes locked, as any change made after submission would potentially alter the plan that council is in the process of assessing.  If you need to make a change after submitting your Form 8 you will first need to withdraw your recertification request, make your changes, then submit a new Form 8 for re-certification. Alternatively, if the council accepts your Form 8, the plan will temporarily become modifiable until it is re-certified by council. |
|  | What are the changes to the OC additional information being provided by surveyors? | At present, issues with the current process include: Incorrect OCAI forms (OC1 and OC2) have become the most common reason for lodgment refusal​, and the forms cannot be requisitioned if errors are uncovered during examination, which can lead to delays in registration.  The proposal is to ​remove OC1 and OC2 forms​ from the process. Surveyors will continue to provide both the OC details information and the OC schedule​.  Proposed functionality in SPEAR will allow surveyors to amend textual OC Details at any stage until the plan is lodged at Land Use Victoria (LUV), and for LUV to requisition OC Details if changes are required during examination​. The OC details will be imaged with the PS instrument on registration of the plan.  These proposed changes will streamline the provision of OC details, reducing duplication and potential conflict of data between surveyor and lodging party​. |
|  | Is it possible to lobby/mandate councils so there is a consistent payment method for statutory fees throughout all councils in Victoria - preferably through SPEAR? | SPEAR is not able to mandate the use of ‘SPEAR Payments’ for council. We can only encourage councils to use the SPEAR payments functionality. Councils who are interested in setting this up should contact the SPEAR Service Desk. |
|  | The Responsible Authority Conditions document is great functionality for councils to use and assists Applicant Contacts to work through the Cert/SOC process.  Are subdivision officers within council understanding of this functionality and how important it is to the process? Is more engagement with councils (subdivision officers) required on some of the more advanced SPEAR functionality that is available? | The Conditions functionality is a great tool for councils to use, and something which has been the subject of many council engagement opportunities over the years. We have actively promoted it through the SPEAR Enhancement Program, user forums, publications, and user training.  It should be noted though, the ‘Conditions’ function is a two-way document. Many councils will only appreciate the value of the functionality when surveyors actively use it and contribute to the comments section of each outstanding condition.  For more information on the Conditions functionality, please refer to [User Guide 29](https://www.spear.land.vic.gov.au/spear/documents/UserGuide29_Manage%20Conditions.pdf) on the [SPEAR website](https://www.spear.land.vic.gov.au/spear/pages/about/about-the-application/user-guides.shtml). |
|  | Is there a way to trigger outstanding payment reminders in SPEAR? Or alternatively, a way for council to request outstanding payments, either for new applications or subsequent required fees. Quite often council is left waiting for weeks (even months) for payments to be received. | For any outstanding fees in an existing application, council could use the RFI process to request payment. This would create a mandatory action for the Applicant Contact to respond to.  For applications that are newly submitted, council could either accept the application and immediately use the RFI option or alternatively reject the application after ‘X’ elapsed days of no payment (this would avoid the situation of having applications sit for weeks/months of inactivity due to outstanding fees). A rejected SPEAR application is returned to the applicant contact and can easily be resubmitted once they are ready to pay the outstanding fee. |
|  | Is there a way that councils can update their street addressing records as soon as the plan is registered and LASSI updated? | Street addressing is required to be supplied by council in SPEAR prior to the Certification Decision being made. Council’s update process for ensuring addressing data is processed across their own systems, is independent to the SPEAR process. |
|  | Does SPEAR support multiple lodging parties acting in a NICO (Not In Common Ownership) application? | No, SPEAR only supports a single lodging party for all applications, except for Section 45 Creation of Easement applications which can have two lodging parties to represent the receiving and relinquishing parties. If dealing with a NICO application, the application form must be signed by one lodging party in SPEAR. |
|  | Do you need to be a pilot program company to use the SCFF validation? | No. [The ‘SCFF Validation Service’ is publicly available from the SPEAR website](https://www.spear.land.vic.gov.au/spear/pages/eplan/scff-eplan-creation-service/scff-validation-service.shtml). We encourage all surveyors to adopt the SCFF and use the Validation Service in readiness for the launch of the ePlan Portal into SPEAR later in the year. In the interim, validated SCFF files can be supplied in SPEAR using the ‘Digital Survey Geometry’ functionality. |
|  | Are the SCFF layers the same as used in NSW? | The SCFF layers were devised through engagement and collaboration with the surveying industry and are unique to the requirements of plan preparation in line with the relevant Victorian legislation. For more information about the SCFF, please refer to the [SCFF FAQ’s](https://www.spear.land.vic.gov.au/spear/pages/eplan/scff-eplan-creation-service/faqs.shtml) and [examples/templates](https://www.spear.land.vic.gov.au/spear/pages/eplan/scff-eplan-creation-service/scff-layers-examples-templates.shtml) that are available on the SPEAR website. |
|  | The ePlan face sheet of the plan (sheet 1) is not visible in the ePlan Visualiser. How is the ePlan face sheet generated or amended? | The front sheet of an ePlan is automatically generated/visualised by ePlan and is not available for editing within the Visualisation Enhancement Tool. The textual data that appears on the front sheet of the plan (i.e. administrative information relating to notations, easements, location of land etc…) can be modified within the ePlan Editor which is due for release in October 2021. |
|  | SPEAR not showing outstanding referral responses to other users. | This issue was resolved the day after the UGM on Friday 16 July 2021. |