



User Group Meeting Feedback Notes			
	Topic of Discussion	Content / Response	UGM
1	SPEAR Vision	<p>Q: Are the changes to the Local Government Act (LGA) going to impact the SPEAR vision?                      A: Any changes to the LGA or any other legislation will be considered.</p>	Melbourne
2	SPEAR Electronic Lodgement Network	<p>Q: If you don't know the lodging party when creating the application, or the lodging party changes, what do you do?                      A: If the lodging party is not known when releasing the application for lodgement, the Applicant Contact can select paper lodgement to proceed. The lodging method can be changed once the lodging party is appointed, should they wish to lodge electronically via SPEAR.</p> <p>Q: Will a guest be able to pay for boundary plans?                      A: Land Use Victoria only accepts fee payments from lodging parties (or the Applicant Contact in the case of a boundary plan). Fee payments for boundary plans may be made using the Applicant Contact's Land Use Victoria direct debit account, or a credit card entered in SPEAR by the Applicant Contact.</p> <p>Q: When does the 45-day period start for boundary plans and what happens when it passes                      A: This process is managed by the Application &amp; Survey Branch. They can be contacted on (03) 8636 3102.</p>	Melbourne Colac Shepparton
3	ePlan	<p>Q: If the dash on easement identifiers can be removed on ePlans, can they be removed on non ePlans?                      A: Subject to a review by Land Use Victoria, either practice appears acceptable. Whichever method is applied, the label on the easement table must match the label on the diagram.</p> <p>Q: Can we add a building return/dash between lot boundaries and building boundaries?                      A: The Subdivision (Registrar's Requirements) Regulations 2011 indicate the plan must show the extent of a building by showing returns, this also includes an ePlan. ePlan supports the boundaries defined by a building as well as building returns. If the required building boundaries and returns are included in the ePlan file, the visualiser will produce a Plan PDF like a CAD plan.</p> <p>Q: Does the draftsman need access to SPEAR to use the Visualisation enhancement tool?                      A: The draftsman can access the ePlan Visualisation Enhancement Tool (VET) through the following views:</p> <p><b>Public View (accessible without logging into SPEAR)</b>                      By accessing the ePlan Services available at:  <a href="https://www.spear.land.vic.gov.au/spear/eplanPublicServices/Prepare.do">https://www.spear.land.vic.gov.au/spear/eplanPublicServices/Prepare.do</a></p>	Melbourne Bendigo Shepparton



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		<p>Tick the 'Visualise' checkbox and upload the ePlan LandXML file.</p> <div data-bbox="477 573 1171 1043" data-label="Form"> </div> <p><b>Document Details View within SPEAR (accessible after logging into SPEAR)</b></p> <p>From the Details screen of the application in SPEAR, click on the Plan of Subdivision document link and then in the Current Document details page click on the 'ET' button.</p> <div data-bbox="443 1256 1321 1608" data-label="Form"> </div> <p>Alternatively, VET can be accessed by selecting the 'Enhance Diagram' option from the drop down list next to Plan of Subdivision and clicking 'go'.</p> <div data-bbox="443 1778 1313 2020" data-label="Form"> </div> <p>For more information, see 'What are the ePlan Services?' section of User Guide 52 – Creating ePlan Applications Using ePlan Services.</p>	



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		<p>Q: Who owns the data stored in SPEAR? Especially if SPEAR stores the data.  A: The Plan PDF visualised by SPEAR follows the same copyright that applies to other Plan PDFs submitted by the surveyors. The copyright of the ePlan digital file is currently under investigation by LUV. The surveying industry will be informed of the outcomes in due course.</p> <p>Q: How will ePlan handle changes in datums? Will the ePlan enhancement tool handle changes in datums?  A: The new datum will be supported in the ePlan enumeration schema. If the ePlan-enabled computation software applications (e.g. LISCAD, AutoCAD Civil 3D, GeoCivil) support the datum changes, the exported ePlan file will be based on the new datum. The existing ePlan files will also be converted into the new datum, once the whole state DCDB is converted.</p> <p>Q: Can ePlan improve the time it takes for the survey information to be available on LASSI-SPEAR?  A: Currently, ePlan does not support the full inclusion, validation and visualisation of Abstract of Field Records (AFR). Consideration will be given in making AFR more readily available when it is scoped within the ePlan services, LASSI-SPEAR and other land administration systems.</p> <p>Q: Can existing ePlan data be manipulated by anyone through the public ePlan functionality?  A: No.</p> <p>Q: Are we reinventing the wheel or using the NZ solution?  A: Land Use Victoria has built its own solution to specifically meet the Victorian requirements. As part of the National ePlan working Group, both Victoria and NZ ePlan teams meet twice a year and have monthly teleconferences to share experiences and learn from each other and have also started to collaborate further on the 3D digital cadastre investigation and development.</p> <p>Q: Rural parcels typically have a misclosure. If there is a misclosure in the parent parcel, how does ePlan handle this?  A: In the validation report you need to put in a validation exemption with comment providing clarification/justification.</p>	
4	SPEAR IT	<p>Q: At what stage of the application will the digital survey geometry be a mandatory action?  A: Applicant Contacts will be prompted to supply a digital survey geometry file before the application is submitted to the Responsible Authority. This will apply to section 22, 32, 35, 35(8) and 37 Subdivision Act dealing types (excluding ePlans), and OP applications where a plan of crown allotment is being added.</p>	Melbourne Bendigo Shepparton Warragul



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		<p>The digital survey geometry file must be CAD format (.dgn, .dxf or .dwg) and should be updated when the plan parcellation or datum changes. Provision of the file will support the Vicmap maintainer to update the map base quicker and with more accuracy, however Applicant Contacts can opt-out of providing the digital survey geometry file if required.</p> <p>Q. Will the change to the expiry reminder notifications also apply to Abstract of Field Records?  A: From Release 4.5 (May 2017), SPEAR will also notify the Applicant Contact and lodging parties 3 months before an Abstract of Field Records is due to lose currency (2 years) and 6 months before it expires (5 years).</p> <p>Q: Is Digital Survey Geometry only mandatory for plans with 10+ lots?  A: No, it is mandatory for all plans, however Applicant Contacts can opt-out of providing the digital survey geometry file if required.</p> <p>In Release 4.5 the calculation of fees and fee categories has been updated in line with the recent changes to the <i>Planning and Environment (Fees) Regulations 2016</i> and <i>Subdivision (Fees) Regulations 2016</i></p> <p>Q. Will the fees be updated to unit measures?  A. Yes.</p> <p>Q: Does the datum for the Digital Survey Geometry need to be in MGA ground or co-ordinate?  A: Yes, needs to be in MGA ground.</p> <p>Responsible Authorities can now reinstate a withdrawn application on behalf of the Applicant Contact, or restore a lapsed application if required.</p> <p>Q: Will council be able to reinstate an application they reject?  A: No, council will need to ask the applicant to resubmit the application.</p> <p>Q: What PFIs are being sent in the title allocation spreadsheet?  A: The parcel PFI will appear in the title allocation spreadsheet, if available.</p> <p>Q: Who gets notified (by email) if a plan is rejected by Land Use Victoria?  A: Every user group associated with that specific SPEAR application is notified.</p> <p>Q: Is there any discussions happening between OSGV and SPEAR regarding automatic generation of OP/TP numbers?  A: SPEAR team advised there had been no discussions in this regard.</p> <p>Q: Will guests receive the 'Registered at LV' notification email, as they won't be considered a guest after the 'Lodged' status? If they do get this email, won't it encourage them to reply to us for title details?  A: Guests will receive the email notification even though they are no longer a guest to the application. If they want title registration details, direct them to the normal channels (Landata or lodging party).</p>	



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		<p>Q: How do we stop receiving notification emails when we have decided not to proceed with the application?                      A: Surveyors should withdraw the application if they are not going to proceed.</p> <p>Q: Will users with the View Only access level be able to 'Watch' applications?                      A: Yes.</p>	
5	Office of Geographic Names	<p>Q: Can you name a reserve or a park on a plan of subdivision?                      A: It has been decided that it would not be appropriate, as the names may change on each plan as sometimes occurs for roads. It would be preferred that council undertake an exercise as soon as practical to name reserves utilising the formal process in the Naming rules.</p> <p>Irrespective of who the reserve is vested in, much like private roads council has a duty of care to its community and it is strongly recommended that council does address reserves and provide this information to Vicmap and any names to VICNAMES.</p> <p>Q: East Gippsland Water (EGW) queried street addressing for substations. Unable to give accurate addresses to emergency services if there's a gas leak at a substation.                      A: Rafe Benli (OGN) advised he will investigate this and contact EGW.</p>	Melbourne Warragul
6	SPEAR Enhancement Program	<p>SPEAR team provided update on both programs for councils and surveying firms. 60% councils have now participated in the program. The next round for both programs will commence in second half of 2017.</p> <p>Q: Could a SPEAR Enhancement program be held jointly between a council &amp; surveying firms?                      A: Yes, this can be done if both parties agree.</p>	Bendigo Colac Melbourne Shepparton Warragul
7	SPEAR Service Desk update	<p>SPEAR team reminded users of the improvements to broadcast messages and rotating plans in SPEAR in the previous system release. Users were also provided an overview of issues that may be encountered when renewing digital certificates and highlighted the current Land Use Victoria requisition process.</p>	Bendigo Colac Melbourne Shepparton Warragul
8	SPEAR Payments	<p>A: Can Applicant Contacts create invoices in SPEAR for their clients to pay, on behalf of the Responsible Authority? This is to avoid adding GST to the invoice.                      A: The best way to avoid this is to invite clients in as a guest to the</p>	Melbourne Bendigo Warragul



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		<p>application to make the payment directly to the Responsible Authority.</p> <p>Q: Why are some councils not using SPEAR Payments?                      A. The current SPEAR payments service was launched in 2015. The sign-up process is quick and easy and the SPEAR team have been promoting the new service via SPEAR forums and publications since. There are currently 20 councils enabled for SPEAR payments and others interested.</p> <p>Q: What information does Westpac provide about each payment?                      A. The payment description Westpac provides is as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Example: SPR_S056444E_01_STA_532697</b></p> <p style="text-align: center;"> <span style="margin-right: 20px;">A</span> <span style="margin-right: 20px;">B</span> <span style="margin-right: 20px;">C</span> <span style="margin-right: 20px;">D</span> <span>E</span> </p> <ul style="list-style-type: none"> <li><b>A.</b> Origin of payment (SPEAR)</li> <li><b>B.</b> SPEAR application reference number</li> <li><b>C.</b> Sequential payment number for this application</li> <li><b>D.</b> Fee type (STA = Statutory, ADV = Advertising etc.)</li> <li><b>E.</b> Council property number (where available)</li> </ul> </div> <p>Some councils indicated they are accepting applications and invoicing for the fee. VCAT supports this.</p>	
9	Owners Corporation schedules	<p>Q: How can I view the owners corporation details I have entered?                      A: These can be viewed by clicking on the Owners Corporation Details document from the Details tab. From this screen, you can either click to open the current .xlsx spreadsheet, or click on the 'view requirements' link to see the details entered for that Owners Corporation.</p>	Melbourne
10	User Issues	<p>Council users indicated that a referral authority often emails instead of using RFIs in SPEAR.</p> <p>The SPEAR team strongly recommends that all referral authorities use the 'Request for Further Information' (RFI) function that is available as part of the response options under a Section 55 referral, or a Section 8 referral. The advantages in doing this are:</p> <ul style="list-style-type: none"> <li>• The Applicant Contact will be assigned a mandatory action to handle the request</li> <li>• The RFI may trigger a 'suspension of time' with the Responsible Authority</li> <li>• Once the applicant responds to the RFI, the referral authority will be prompted to assess the response.</li> </ul>	Bendigo Colac



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<b>11</b>	User Activity Outcomes	<p>Following this activity at all User Group meetings, the following four potential enhancements were clearly identified by users as the priorities:</p> <ul style="list-style-type: none"> <li>• PE 1710 Responsible Authority to add a copy of the planning permit if issued outside of SPEAR. (To be included in Release 4.7).</li> <li>• PE 1473 – Allow the Responsible Authority to upload third party planning permit extensions, amendments and secondary consents. (To be included in Release 4.7).</li> <li>• PE 1697 – Allow site photos to be uploaded in JPG format. (To be included in Release 4.8).</li> <li>• PE 1701 – Allow internal referral authorities the nature of their response. (To be included in Release 4.8).</li> </ul> <p>Additional comments and suggestions were also received – 18 from referral authorities, 12 from Responsible Authorities and 19 from Applicant Contacts. The SPEAR team have updated existing enhancements with these suggestions and raised several new potential enhancements which will be considered for future releases.</p>	Bendigo Colac Melbourne Shepparton Warragul

The following chart provides an overview of the outcomes of the user activity across all meetings.



## Potential Enhancement Results by user group

