



User Group Meeting Feedback Notes		
Topic of Discussion		Content /Response
1	100% Digital Lodgment	<p>Q. How is the TP number supplied if Applicant Contacts are requested to attach Title Plans (TP's) in SPEAR?</p> <p>A. The TP number is generated during the examination process. It is recommended that Applicant Contacts do not provide a TP number unless in consultation with Land Use Victoria.</p>
2	Subdivision Branch update	<p>Q. Do Land Use Victoria (LUV) examiners still call the surveyor if amendments are requested?</p> <p>A. Yes. This process has not changed. A courtesy phone call is made by the examiner to discuss any required changes to the plan or survey.</p>
3	Office of Surveyor General Victoria (OSGV) Update	<p>Q. Will connecting to GDA2020 be mandatory under the new directives?</p> <p>A: It will not be mandatory, as GDA2020 (the Directives refer to MGA2020), has not been gazetted as Victoria's new datum at this stage.</p> <p>Surveyors will be encouraged to connect all surveys to either MGA94 or MGA2020 with the preference to use MGA2020.</p> <p>Surveyors are encouraged to read the Directives as there are specific guidelines for each survey type.</p> <p>The Directives will be released during June 2018.</p> <p>Q. Water authorities currently require plans on MGA co-ordinates. Will the OSGV advise them of GDA2020?</p> <p>A: OSGV has been consulting and advising a range of stakeholders about the implementation of GDA2020. The water authorities have been included in this process.</p> <p>Q. Is there a disclaimer for home owners that use their own handheld GPS devices to find co-ordinates?</p> <p>A: The Surveyors Registration Board of Victoria has provided advice to property owners on re-establishing their own property boundaries.</p> <p>A Licensed Surveyor is required under law; this applies to any method used including handheld GPS.</p> <p>See the link to the SRBV brochure below: https://www.surveyorsboard.vic.gov.au/content/173/Protect-your-property.aspx</p>



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	<p>Q. Are there any guidelines to identify similar sounding names. A. VICNAMES can be used to attempt to identify similar sounding names. An algorithm is used, which is not foolproof, so sometimes your own common sense needs to be used or you can get advice from the Office of Geographic Names.</p> <p>Q. Some councils are requesting named common property for all plans with common property that have more than 3 lots. A. Councils have been advised that the naming of common property needs to be considered on a case by case basis.</p> <p>Q. Is there a standard # of lots before common property should be named? A. There are guidelines but it is ultimately a case by case decision. For further information please refer to the Australian Standard 4819:</p> <ul style="list-style-type: none"> • 2011 - Page 14: 4.2.2 'Naming a short road' or 'Naming rules for places in Victoria' • 2016 - Page 31: 3.3 'Roads that can be named' (see Note on page) <p>Alternatively, contact geo.names@delwp.vic.gov.au for further advice.</p> <p>Q. Can a reserve for a recreational park be named on a plan of subdivision? A. No, this is not appropriate on a plan of subdivision, however, naming of reserves can be achieved by working through the processes and procedures within the Naming rules for places in Victoria - 2016. For further information please refer to geo.names@delwp.vic.gov.au</p>
4	ePlan <p>Q. How many surveying firms are using ePlan? A: Twenty-two firms have registered their interest to be part of the ePlan Pilot which will continue until 30 June 2019. To date, 10 firms have submitted ePlans to SPEAR.</p> <p>Q. Is the final plan in PDF? A: Yes, the ePlan process takes the LandXML data file and visualises it into a traditional PDF plan format, which is considered as the legal document.</p> <p>Q. What is the timeline for supporting Abstract of Field Records (AFR) in ePlan format? A: No timeline has been confirmed. The ePlan team is also investigating different alternatives to PDF for visualising the AFR digital data. Any options will be discussed with and approved by the Subdivision Branch, Application and Survey Branch and the OSGV.</p> <p>Q. Referral authorities require a copy of the plan in CAD format. How is this handled in ePlan? A: The ePlan-enabled software packages convert the drawing (CAD) file into ePlan. This means there is always a CAD file which can be shared with the referral authorities.</p> <p>Q. Will XML be used to aid future re-establishments? A: Yes, one of the main aims of the ePlan project has been enabling surveyors to</p>



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	<p>access and reuse the existing digital data for re-establishing the subsequent surveys. LUV Legal Branch is currently investigating the copyright issue for digital data. Once the outcomes are finalised, the existing registered ePlans will be made available to surveyors.</p> <p>Q. Will XML data in ePlan format be made available back to the surveyors to use in future? A: Please refer to the above question.</p>
5	<p>SPEAR IT</p> <p>Q. How many councils do not use SPEAR Payments? A: There are currently 22 councils (out of 79) registered for SPEAR payments:</p> <ul style="list-style-type: none"> Banyule City Council Brimbank City Council Cardinia Shire Council Casey City Council City of Wodonga Corangamite Shire Council Greater Bendigo City Council Greater Shepparton City Council Hobsons Bay City Council Indigo Shire Council Latrobe City Council Manningham City Council Melton City Council Mitchell Shire Council Moonee Valley City Council Rural City of Wangaratta Surf Coast Shire Council Warrnambool City Council Wellington Shire Council Whittlesea City Council Wyndham City Council Yarra Ranges Shire Council <p>For a current listing please see the SPEAR website at: https://www.spear.land.vic.gov.au/spear/pages/about/who-is-using-spear/listing-of-registered-users.shtml</p> <p>Q. How many councils do not accept planning permit for subdivision applications in SPEAR? A: There are currently 10 councils who have formally requested that we disable planning permit applications from being lodged with them through SPEAR:</p> <ul style="list-style-type: none"> Borough of Queenscliffe Cardinia Shire Council East Gippsland Shire Council Greater Shepparton City Council



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		<p>Hepburn Shire Council Macedon Ranges Shire Council Mildura Rural City Council Mount Alexander Shire Council Murrindindi Shire Council Yarra Ranges Shire Council</p> <p>Additionally, Moorabool Shire Council do not process joint applications in SPEAR. However council will accept separate permit and certification applications.</p> <p>For a current listing please see the SPEAR website at: https://www.spear.land.vic.gov.au/spear/pages/about/who-is-using-spear/listing-of-registered-users.shtml</p> <p>Q. Can a guest nominate the electronic lodging party? A: No, a guest is not able to nominate the electronic lodging party. This action can be performed by the Applicant Contact, or post Release 4.7 (27 May 2018), the lodging party may request access themselves in SPEAR, which requires approval from the Applicant Contact.</p>
6	SPEAR IT	<p>Q. Can SPEAR validate a PS number when it's entered in a SPEAR application? A. Yes, SPEAR does validate the plan number when the application is submitted to the Responsible Authority. If there is an error with the plan number, then a message will be returned to the user. The plan number will need to be corrected before the application can successfully be submitted to the Responsible Authority.</p>
7	Service Desk	<p>Q. Is council notified when a comment is added to a condition? A. Yes, SPEAR sends an email notification to the Responsible Authority when comments are left on the conditions document.</p> <p>Q. Can council add Standard Conditions without contacting the SPEAR Service Desk? A: Yes, standard conditions can be added by the Local Administrator at council. This is done in the same ways as adding referral authorities. For assistance, please call the SPEAR Service Desk.</p>



Potential Enhancement results by user group

PE1845: Select users to notify when a new note is added on the Notes Tab

PE1835: Add comments when using notify for authentication

PE1816: Improve RFI indicator for Referral Authorities on Application List

PE1787: Add additional fields to the 'Record payment details' screen

PE734: Allow Referral Authorities to compile their referral response from a list of 'standard' response options which they maintain

PE1701: Allow internal referral authorities to indicate the nature of their response

PE1697: Allow site photos to be uploaded in JPG format

