



SPEAR Bulletin

Surveying and Planning through Electronic Applications and Referrals

March 2018

Key dates

SPEAR Release 4.7 is due for release 25 May 2018

SPEAR Release 4.8 is due for release November 2018

SPEAR Electronic Lodgment Network

Land Use Victoria (LUV) is now accepting applications from lodging parties to become a SPEAR Electronic Lodgment Network (ELN) subscriber. A subscriber can be a solicitor, conveyancer, government body such as a council or water authority, land developer and other organisations dealing with their own land.

The benefits to lodging parties using the SPEAR ELN include:

- the ability to electronically complete, validate and lodge subdivision and owners corporation forms
- calculation and secure electronic payment of LUV lodgment fees
- no need to attend LUV in person to lodge applications
- improved access to surveyor documents and detail of LUV refusals and requisitions
- instant notification of new title allocations upon registration.

The SPEAR ELN pilot commenced in May 2017 and ran until the end of the year. Since 1 January 2018,

over 30 organisations have commenced the registration process to become SPEAR ELN subscribers and obtain digital certificates. Almost 200 subdivision and boundary plan applications have been lodged electronically since the introduction of the SPEAR ELN.

LUV will enhance SPEAR in 2018 to allow surveyors to provide plans and survey information for the remaining plan-based transactions under the *Transfer of Land Act 1958* and *Local Government Act 1989*. Functionality for lodging parties to support the electronic lodgment of these applications will follow in 2019.

Training dates for 2018

The following training dates have been scheduled for our quarterly training sessions at 2 Lonsdale Street. If you wish to attend please register for a session by contacting the SPEAR Service Desk on (03) 9194 0612.

SPEAR training

Responsible Authority – council

Thursday 17 May, Tuesday 7 August, Thursday 22 November

Internal referral authority – council

Tuesday 7 August

Applicant Contact

Tuesday 8 May, Thursday 16 August, Tuesday 13 November

Referral authority

Tuesday 8 May, Thursday 16 August, Tuesday 13 November

Stork visits ePlan

Congratulations to Hamed and Nazanin Olfat on the safe arrival of their first child, Matin on 23 December 2017.

The whole family are doing well and getting to know one another. The proud parents are feeling extremely blessed with their gorgeous baby boy!



Handy hints

Approval of Boundary Plan forms

A considerable number of refusals for boundary plan applications are related to issues with the 'Applicant' section on the Approval of Boundary Plan form.

Surveyors filling in this form are required to define who the applicant is. It is expected that the applicant is the registered proprietor (as shown on title), or the incoming purchaser. In most cases, this means that the 'add applicant' button will be selected to provide the proprietor's details on the form, exactly as they appear on the certificate of title.

Surveyors are asked **not to** routinely provide their own details, or to select the checkbox 'The Lodging Party is the sole Applicant'. Doing so will impact the execution clause of the form, and is only appropriate if the boundary plan being prepared by the surveyor is over land that they themselves own (or will own).

Check the form before signing/submitted to ensure that the applicant is in fact being displayed as the registered proprietor, or the incoming purchaser, and not the surveying firm.

▼ Applicant

The applicant must be the registered proprietor or incoming purchaser, not the surveyor.

[add applicant](#)

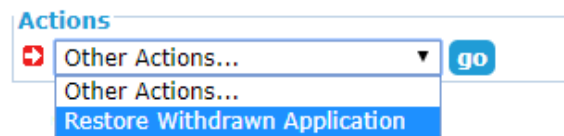
The Lodging Party is the sole Applicant

Responsible Authorities reinstating applications

In mid-2017, SPEAR improved the way applications are being reinstated where the application has either been lapsed by the Responsible Authority or withdrawn by the applicant. In both cases, the application status means that the application is no longer current, and cannot be further processed unless reinstated.

Previously, an application could only be reinstated with a database edit by the SPEAR IT team, and by having appropriate authorisations from the parties involved.

The new process allows the Responsible Authority the ability to reinstate an application using one of the following options from the 'Other Actions' menu:



Broadcast messages

The SPEAR Service Desk occasionally publishes broadcast messages to communicate valuable information to users. These broadcast messages appear on screen when a user logs in to SPEAR, and every time that the user moves between SPEAR screens, until the message has been acknowledged.

Users can acknowledge they have seen the broadcast message by either selecting 'Remind me tomorrow' or 'I have read this message. Do not display again'.

Note: 'Remind me tomorrow' is only available if the expiry date of the message is greater than 24 hours.

You can view a complete list of all current broadcast messages, even after they have been acknowledged, from the Application List screen by clicking on the link in the SPEAR header. The 'Broadcast Message' header item will indicate how many current broadcast messages are available to review.

Support

SPEAR 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 Land Use Victoria subdivision and lodgment enquiries
- Press 3 for ePlan enquiries

Alternatively, you can send your enquiry by email to spear.info@delwp.vic.gov.au

Contact SPEAR

T: 03 9194 0612

E: spear.info@delwp.vic.gov.au

W: www.spear.land.vic.gov.au

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