

# SPEAR

Surveying and Planning through Electronic Applications and Referrals



# Agenda

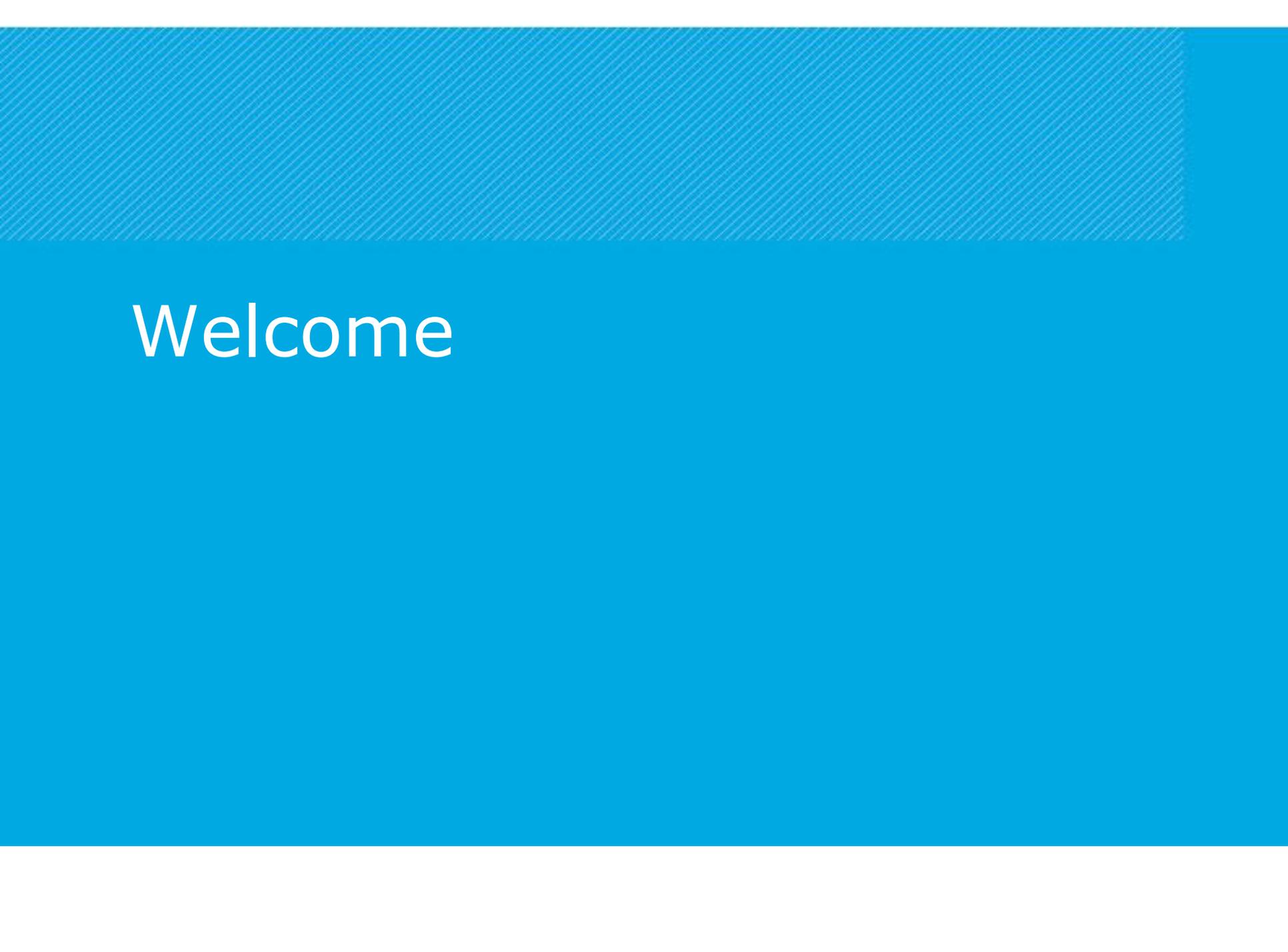
1. Welcome
2. SPEAR Vision
3. SPEAR Electronic Lodgement Network
  - Lodging Parties Pilot Update
  - Boundary Plans
4. ePlan update
  - Engagement Program
  - Visualisation Enhancement Tool
6. SPEAR IT

Morning Tea

# Agenda

7. Office of Geographic Names general update
8. SPEAR Enhancement program
9. SPEAR Service Desk update
10. SPEAR Payments
11. Owners Corporation schedules
12. User activity outcomes
13. User Issues

Lunch



Welcome

# SPEAR Vision

# SPEAR Vision

In line with the Victorian Government's digital strategy, the Registrar has consulted with stakeholders about transitioning to 100% digital lodgement

- A time frame was published in the Land Use Victoria, Customer Information Bulletin 163 in March 2017
- All transactions to be lodged electronically by 1<sup>st</sup> August 2019

# SPEAR Vision

To support the transition to 100% digital lodgement:

- All plan based Subdivision Act dealings, survey based TLA Applications, OP's and RE's will be required to be lodged through SPEAR
  - Consultation with industry will occur
  - Time frames will be advised, with an appropriate transition period established
  - SPEAR will support those wishing to join

# SPEAR Vision

## SPEAR will require:

- Lodging parties to electronically lodge all plan based dealings via SPEAR
- SPEAR will consider introducing workflows to cater for the remaining dealing types in SPEAR
  - TLA based applications
  - Local Government Act Dealings
  - SP's
  - LEGL Plans

Alternatively, these dealing will be lodged electronically using PEXA. LUV to determine an appropriate solution

# SPEAR Vision

SPEAR is committed to the ongoing enhancement and development of the system, by continuing to:

- Seek feedback from stakeholders regarding system functionality and potential enhancements
- Work through the Potential Enhancement list
- Develop and enhance ePlan services

# SPEAR Electronic Lodgement Network

# Lodging Parties Pilot Update

- SPEAR ELN Participation Rules determined and published on 27 April 2017
- Lodging Party pilot will begin on 29 May 2017 and run for six months

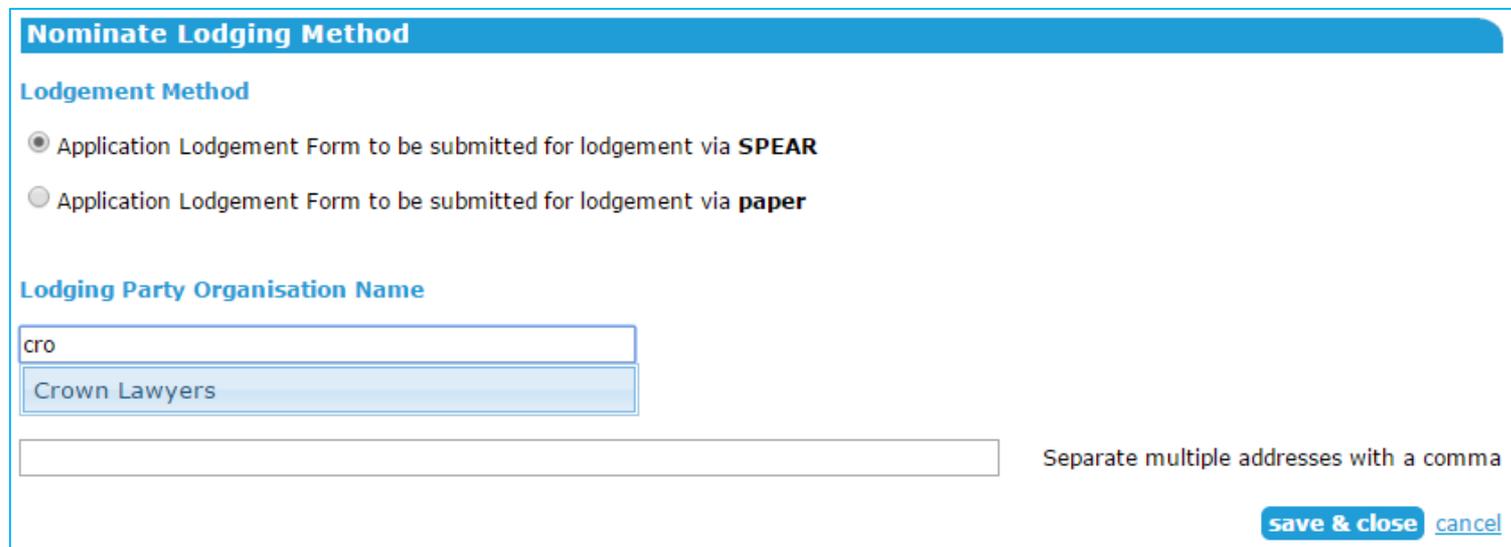
# Lodging Parties Pilot Update

- Pilot organisations:
  - Macpherson Kelley
  - Tisher Liner FC Law
  - GLN Conveyancing Services
  - De Marco Lawyers
  - Land Transfer Services
  - Geelong Conveyancing Services
  - Hardwood Andrews
  - Signature Property Conveyancing
  - Melbourne City Council

# Lodging Parties Pilot Update

## Nominating a lodgement method

- Select lodgement via SPEAR and begin typing the name of the lodging party



**Nominate Lodging Method**

**Lodgement Method**

Application Lodgement Form to be submitted for lodgement via **SPEAR**

Application Lodgement Form to be submitted for lodgement via **paper**

**Lodging Party Organisation Name**

cro

Crown Lawyers

Separate multiple addresses with a comma

[save & close](#) [cancel](#)

- If there are no matches then select paper

# Boundary Plans

- Release 4.4 introduced full electronic lodgement and payment of lodgement fees
- 100% of Boundary Plans have been lodged electronically since then

# Boundary Plans

- Complete the 'Approval of Boundary Plan' form in SPEAR
- Sign it using your digital certificate
- Submit to Land Use Victoria for pre-lodgement check

**Create Application Lodgement Form**

## Approval of Boundary Plan

Section 26 Subdivision Act 1988

[save](#) [save & close](#) [cancel](#)

\* Indicates a mandatory field

▼ **Lodged By**

Lodging Party Name \*  
Oberon Surveys Pty Ltd

Lodging Party Reference  
334-2017

Customer Code\*  
17927T

▼ **Land**

Volume	Folio *	
1. 6238	273	<a href="#">delete</a>

Part of Land

[add a volume and folio](#) [add range](#) [add reference](#)

▼ **Boundary Plan**

Location of Land  
11 WHYTE GROVE MONT ALBERT VIC 3127

Name of Surveyor  
ADAM RONALDO

Date the Plan was signed  
05/04/2017

▼ **Applicant**

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

▼ **BOB SMITH** [modify](#) [delete](#)

Applicant Type: Person  
Name: BOB SMITH

Address:  
12 WILLIAM STREET  
MELBOURNE VIC 3000

[add applicant](#)

The Lodging Party is the sole Applicant

SPEAR Ref.  
S501416M

[save](#) [save & close](#) [cancel](#)

# Boundary Plans

- Following successful pre-lodgement check, the lodgement fee is displayed
- Payment is by direct debit or credit card

### Pay and Lodge

Land Victoria have determined a Lodgement Fee of \$185.40 is payable.

Please select your payment method.

Direct Debit  
 Credit Card

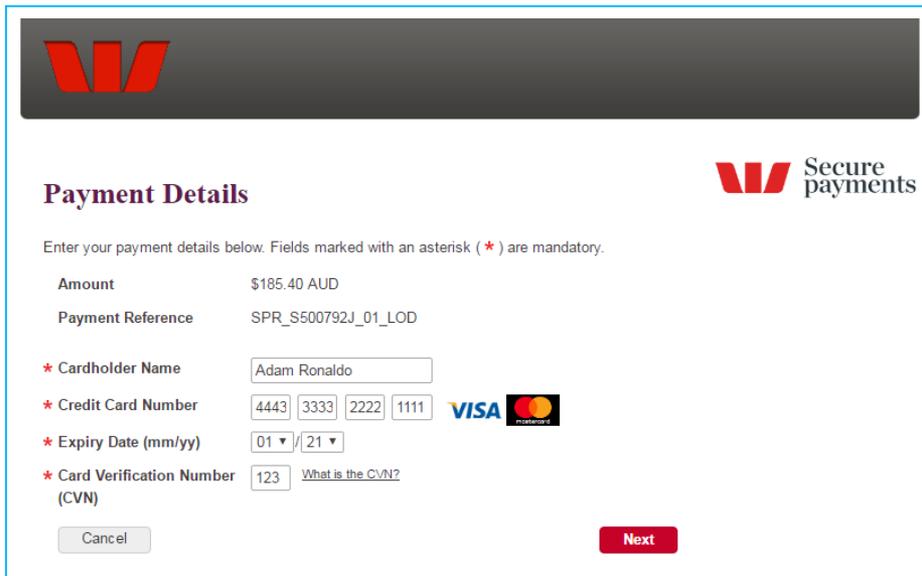
Breakdown of Fees

Dealing Type	Total
BOUNDARY PLAN	\$185.40
<b>Lodgement fee :</b>	<b>\$185.40</b>

[pay and lodge](#) [cancel](#)

# Boundary Plans

- Credit card payments are processed by Westpac



The screenshot displays the Westpac Secure Payments interface. At the top left is the Westpac logo (a red 'W'). The page title is "Payment Details" in a dark purple font. To the right of the title is the "Secure payments" logo. Below the title, a note states: "Enter your payment details below. Fields marked with an asterisk ( \* ) are mandatory." The form contains the following fields:

- Amount:** \$185.40 AUD
- Payment Reference:** SPR\_S500792J\_01\_LOD
- \* Cardholder Name:** Adam Ronaldo
- \* Credit Card Number:** 4443 3333 2222 1111, with VISA and Mastercard logos to the right.
- \* Expiry Date (mm/yy):** 01 / 21
- \* Card Verification Number (CVN):** 123, with a link "What is the CVN?"

At the bottom left is a "Cancel" button, and at the bottom right is a red "Next" button.

- A receipt is provided in SPEAR

# Boundary Plans

- The application is lodged automatically when payment is received
- The lodgement summary is available in SPEAR



## Department of Environment, Land, Water and Planning

### Lodgement Summary Report

Page 1 of 1

Produced: 05/04/2017 04:03:35 pm

Agent :  
Customer : 17927T OBERON SURVEYORS  
Address : 14/570 BOURKE STREET  
MELBOURNE VIC 3000

Lodgement No: 2989137

Lodgement Date: 05/04/2017

Total Lodging Fees: \$185.40

Dealing	Dealing Type	First Folio	Reference	Status	Lodging Fee	Nom Fee	Corr Fee	Total Fee
BP003145V	BOUNDARY PLAN	10719/858		Unregistered	\$185.40	0.00	0.00	\$185.40
Total Fees:					\$185.40	0.00	0.00	\$185.40

Number of Dealings  
Registered : 0  
Unregistered : 1  
**Presented : 1**

# ePlan Update

Digital  
Data  
Download

Visualisation

ePLAN

Spatial  
Analysis

Data  
Extraction  
&  
Population

Validation

Title  
Creation

Digital  
Examination

3D Digital  
Cadastr

DCDB  
Upgrade

Smart Data

LandXML

**Hamed Olfat**, ePlan Coordinator | Electronic Subdivisions Unit | Land Use Victoria  
Chairman of Technical Committee | National ePlan Working Group



Environment,  
Land, Water  
and Planning

# Agenda

- ePlan Engagement Program Update
- ePlan Implementation Progress
- Software Vendors Progress
- ePlan Services Update
- LASSI ePlan Enhancements
- SPEAR Release 4.5 & 4.6 ePlan Enhancements
- ePlan Future Workflow
- Back Capture Pilot Project Update

# ePlan Engagement Program Update

- **Aims:**
  - ePlan team visiting surveying firms to gain a better understanding of their business workflows and requirements
  - Demonstrate to surveyors the ePlan workflows
  - Obtain feedback on the current and future development of the ePlan visualisation product and validation service

# ePlan Engagement Program Update

- In the 1<sup>st</sup> round, workshops were held with:



- 2<sup>nd</sup> round of the Engagement Program - 18 EOI's received, so far workshops were held with:



- ePlan team provides a case study investigation from data provided by the respective firms
- 3<sup>rd</sup> round will commence in the second half of 2017

# ePlan Implementation Progress

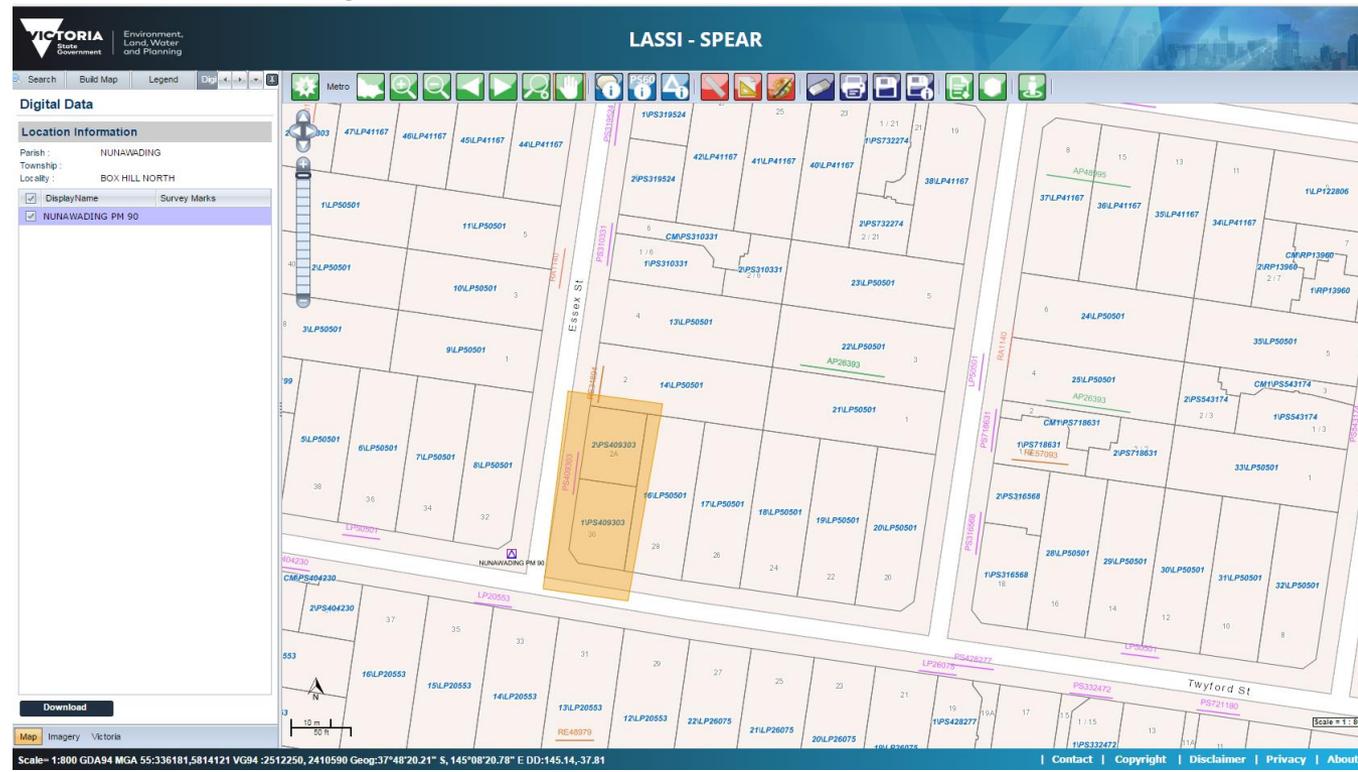
- SPEAR has been fully ePlan-enabled since May 2013
- ePlan supports all 2D Subdivision Act dealings
- Building boundaries and building returns are supported
- 83 ePlans submitted to SPEAR from 8 firms with 34 registered
- Since Jan 2016, on average one ePlan has been submitted to SPEAR every fortnight

# Software Vendors Progress

- At present, there are 3 fully functional ePlan-enabled surveying software packages:
  - **LISCAD**
  - **Stringer ePlan** (a module for AutoCAD Civil3D, AutoCAD, BricsCAD and Map3D)
  - **GeoCivil/ePSALON**
- New vendors:
  - 12d Solutions (**12d Model**)
  - Position Partners (**MAGNET Office/CivilCad**)

# ePlan Services Update

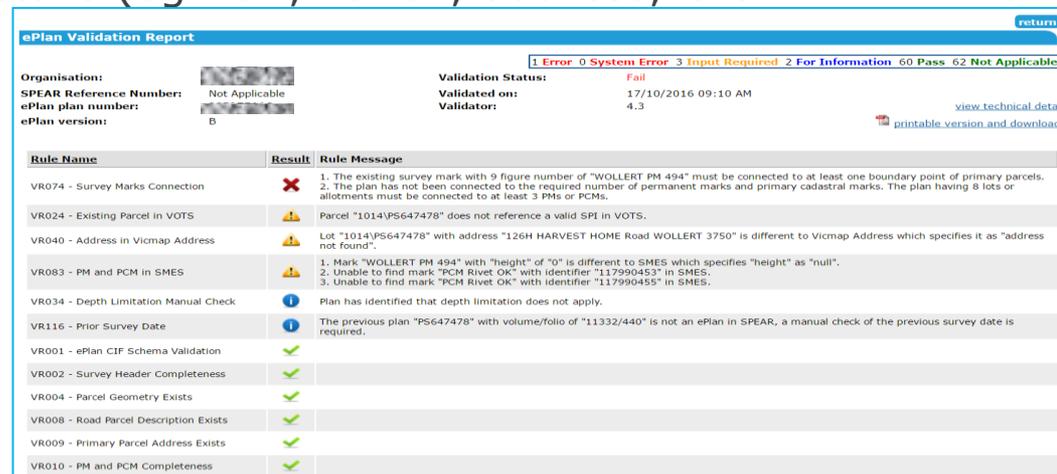
- Data Download Service
  - Available in LASSI-SPEAR to download the existing information from map base and survey marks database



# ePlan Services Update

- ePlan Validation Service

- 130 Validation Rules in place to check the correctness and completeness of data
- Rules recommended by plan examiners, such as checks for:
  - Easements attributes (eg purpose)
  - Parcel misclosure and area
  - Survey and Reference marks connection and attributes
  - Plan's administrative details (eg LGA, Parish, address, Crown description, Vol/Fol)
  - Title connection
  - Required annotations



The screenshot displays the 'ePlan Validation Report' interface. At the top, it shows a summary of validation results: 1 Error, 0 System Error, 3 Input Required, 2 For Information, 60 Pass, and 62 Not Applicable. The overall status is 'Fail'. The report is dated 17/10/2016 09:10 AM and was validated by a user with ID 43. The report includes a table of validation rules with columns for Rule Name, Result, and Rule Message.

Rule Name	Result	Rule Message
VR074 - Survey Marks Connection	✘	1. The existing survey mark with 9 figure number of "WOLLERT PM 494" must be connected to at least one boundary point of primary parcels. 2. The plan has not been connected to the required number of permanent marks and primary cadastral marks. The plan having 8 lots or allotments must be connected to at least 3 PMs or PCMs.
VR024 - Existing Parcel in VOTS	⚠	Parcel "1014/PS647478" does not reference a valid SPi in VOTS.
VR040 - Address in Vicmap Address	⚠	Lot "1014/PS647478" with address "126H HARVEST HOME Road WOLLERT 3750" is different to Vicmap Address which specifies it as "address not found".
VR083 - PM and PCM in SMES	⚠	1. Mark "WOLLERT PM 494" with "height" of "0" is different to SMES which specifies "height" as "null". 2. Unable to find mark "PCM Rivet OK" with identifier "117990453" in SMES. 3. Unable to find mark "PCM Rivet OK" with identifier "117990455" in SMES.
VR034 - Depth Limitation Manual Check	ℹ	Plan has identified that depth limitation does not apply.
VR116 - Prior Survey Date	ℹ	The previous plan "PS647478" with volume/folio of "11332/440" is not an ePlan in SPEAR, a manual check of the previous survey date is required.
VR001 - ePlan CIF Schema Validation	✔	
VR002 - Survey Header Completeness	✔	
VR004 - Parcel Geometry Exists	✔	
VR008 - Road Parcel Description Exists	✔	
VR009 - Primary Parcel Address Exists	✔	
VR010 - PM and PCM Completeness	✔	

# ePlan Services Update

- ePlan Data Viewer

- A LandXML visualiser to assist surveyors and examiners in reviewing the content of data

PS727700S

#Plan created by LISCAD version 11.2.0.0

Map Navigator

Statusbar: Mouse down and move to pan the map  
X: 325,611 Y: 5,834,852

Map Layers

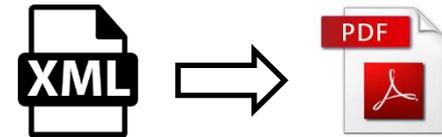
- Toggle All Layers
- Boundary Points
- Reference Points
- Control Points
- Created Parcels
- Road Abutments
- Extinguished Parcels
- Traverse Connections
- Illustration Connections
- Secondary Interest Fixing Connections

Parcel Summary

Extinguished Parcels in Plan	1	Created Parcels in Plan	8	Existing Parcels in Plan	4
Extinguished Lots	1	Created Lots	8	Existing Lots	0
Extinguished Roads	0	Created Roads	0	Road Abutments	4
Extinguished Reserves	0	Created Reserves	0	Existing Reserves	0
Extinguished Common Property	0	Created Common Property	0	Existing Common Property	0
Extinguished Easements	0	Created Easements	0	Existing Easements	0
Extinguished Owners Corporation	0	Created Owners Corporation	0	Existing Owners Corporation	0

# ePlan Services Update

- ePlan Visualisation Service



- Enhancements have addressed:

- Supporting further Dealing Types, e.g. boundary plans
    - Plan presentation
    - Text placement (Parcel ID's, Areas, Road names, curve dimensions, etc.)
    - Arrow placement
    - Diagram orientation

# LASSI ePlan Enhancements

# ePlan Labels on Map Base

The screenshot displays the LASSI - SPEAR web application interface. The top navigation bar includes the Victoria State Government logo and the text "Environment, Land, Water and Planning". The main title "LASSI - SPEAR" is centered in the header. Below the header is a search and navigation toolbar with icons for search, zoom, and other map functions. On the left side, there is a search results panel with the following content:

- Search Entry
- Lot on Plan
- Search Result
- Lots found: PS714148
- Select lot
  - LOT 1
  - LOT 2
  - LOT 3
- Previous Next

The main map area shows a large yellow polygon representing a lot, labeled "1/PS714148". A red rectangular box highlights a purple label "ePS714148" on the map. Other map features include a scale bar (1 m / 5 ft), a north arrow, and a scale indicator "Scale = 1 : 100". The bottom of the interface contains a footer with the following information:

Scale= 1:100 GDA94 MGA 55:344653,5801442 VG94 :2520449, 2397732 Geog:37°55'16.74" S, 145°13'57.25" E DD:145.23, -37.92

Navigation links: Contact | Copyright | Disclaimer | Privacy | About

# Document Download in LASSI-SPEAR

**VICTORIA** State Government | Environment, Land, Water and Planning

**LASSI - SPEAR**

Search Build Map Legend Do

Download

Display Name	Viewed	Downloaded
<input type="checkbox"/> LPS3174		
<input checked="" type="checkbox"/> PS702136		Yes
<input checked="" type="checkbox"/> ePS714148		Yes
<input type="checkbox"/> PS708325		
<input type="checkbox"/> LPS3175		
<input type="checkbox"/> PSS17861		
<input type="checkbox"/> AP31907	Yes	
<input type="checkbox"/> AP6506 S233	Yes	
<input type="checkbox"/> LP12296	Yes	

Downloaded: 12:43 PM on 07 Apr 2017

Document Name	Document Type	Document Notes
PS702136	Abstract and Surveyors Report	
PS714148	Abstract and Surveyors Report	Has associated ePlan. Please contact the relevant surveyor to access the ePlan LandXML.

Scale = 1 : 400

Scale = 1:400 GDA94 MGA 55:344575,5801444 VG94 :2520371, 2397736 Geog:37°55'16.63" S, 145°13'54.06" E DD:145.23, -37.92

Contact | Copyright | Disclaimer | Privacy | About

# Release 4.5 ePlan Enhancements

# Development of an ePlan Visualisation Enhancement Tool

- In collaboration with the University of Melbourne the ePlan team has developed a new tool for surveyors to:
  - adjust labels and arrows
  - create enlargement diagrams
  - define sheets
  - define exaggerations
- SPEAR will be able to retain the enhancements for the next version of ePlan
- The surveyors' feedback is welcome to improve the quality and functionality of this tool

# ePlan Visualisation Enhancement Tool Demo

ePLAN VISUALISATION ENHANCEMENT TOOL



PS555444A



ePlan Visualisation Enhancement Tool

2017 Release | version 0.7

The ePlan Visualisation Enhancement Tool has been developed through a collaborative program between the Land Use Victoria ePlan team and the Centre for Spatial Data Infrastructure & Land Administration at the University of Melbourne. This tool allows the Victorian ePlan-enabled surveyors to enhance the PDF plan visualised by SPEAR, using the following main functions:

- adjust labels and arrows
- create enlargement diagrams
- define sheets
- define exaggerations

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1273.91, -538.58

<SURVEY FIRM LOGO >

SCALE  
1 : 250

ScaleLine

ORIGINAL SHEET SIZE: A4

Sheet 2

LICENSED SURVEYOR: Michael Toll  
VERSION 01

< LEAVE BLANK >



# Support the Submission of Compiled ePlans in SPEAR

- The submission of the Stage Plan in ePlan format was already supported in SPEAR
- This enhancement enables the ePlan-enabled surveyors to submit a Compiled Plan in LandXML format for Section 37 Stage 2+, 32 and 35 dealings
- SPEAR provides a **Validation Report** and a **PDF Plan** visualised from Compiled ePlan LandXML file

# Some Minor Enhancements

- Supporting the stripping of the Owners Corporation information from the visualised ePlan PDF on registration of the Dealing in VOTS
- Adding the registration and approvals data to the ePlan LandXML on registration prior to imaging of the Plan

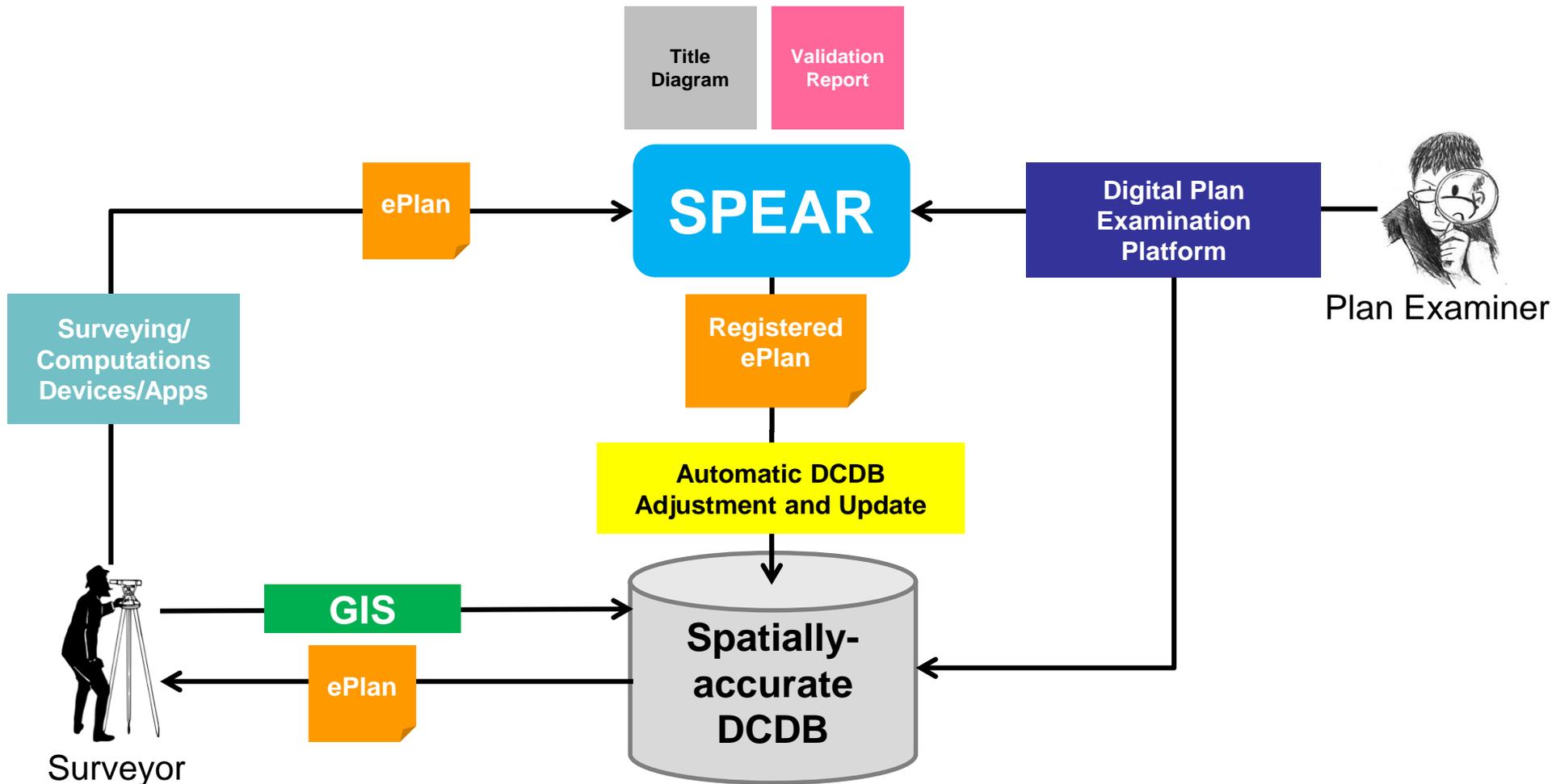
# Release 4.6 ePlan Enhancements

# Development of a Database to Store Registered ePlan Data

- Collaboration with the University of Melbourne to develop a database to store and manage registered ePlan LandXML files
- Other aims of this enhancement are:
  - Making queries and reports over ePlans
  - Data interaction with the State DCDB (VICMAP)
  - Incorporation with other GIS applications



# ePlan – Future Workflow



# Back Capture Pilot Project Update

- Land Use Victoria, through the Office of Surveyor-General (OSGV) and the Electronic Subdivisions Unit (ePlan), is coordinating a pilot project to determine the best approach to upgrade the spatial accuracy of Victoria's cadastral map base
- Pilot project investigations include:
  1. Back-capture of survey information from paper plans and CAD drawing files in ePlan LandXML format
  2. Suitable methodology for the establishment and maintenance of the cadastral map base via least squares adjustment of the back captured information
- The project is still underway with three areas selected - Chiltern, Whittlesea and North Melbourne

SPEAR IT

# PE List

- Discussion on priorities
- Issues raised by users

# Releases

## Next release:

- Release 4.5 – 9 June 2017

## Future releases (current schedule):

- Release 4.6 – 20 October 2017
- Release 4.7 – April 2018

# Release 4.5

## Notification Enhancements

- A notification is sent directly to the requester once an authentication or internal request action has been completed
- Responsible Authority users can elect to notify the Designated Contact when a SPEAR application is allocated to them

# Release 4.5

## Notification Enhancements

- Guests will receive notification of key application milestones, such as certification and statement of compliance decisions, and lodged and registered at LUV
- SPEAR users will receive a notification 12 months before a certification expires. This is in addition to the existing notifications at 6 months, 3 months, 1 month and upon expiry

# Release 4.5

## Notification Enhancements

- SPEAR users will be notified when a certification or joint application is rejected at LUV. Applicant Contacts will also be notified when their BP or TLA application is rejected
- SPEAR will also notify 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)

# Release 4.5

## Notification Enhancements

- Referral Authorities that indicate 'No Referral Required' for a specific application will no longer receive emails related to that application, unless the application is re-referred to them
- Referral Authorities will no longer receive email notifications relating to the manage conditions functionality

# Release 4.5

## Notification Enhancements

- Users can now select 'Land Use Victoria' and individual Referral Authorities as recipients of 'Other Document Type' notifications

# Release 4.5

## View Only Access

- Provide a 'view-only' access level to allow a user to view all applications associated with their organisation
- Users with 'view-only' access have no ability to respond, upload or authenticate anything

# Release 4.5

## Plan Watermarking Enhancements

- Show the SOC issue date on the plan document if the SOC decision was made separate to the certification decision
- Include the SPEAR reference number in the surveyors signature panel

# Release 4.5

## Plan Watermarking Enhancements

- Retain the original surveyor's signature on documents that are amended at Land Use Victoria's request

The amending surveyor's signature (even if it is the same surveyor) will be included in the document margins instead of the designated area on the document

# Release 4.5

## Manage Conditions

- Remove the requirement for Applicant Contacts to indicate whether each condition is satisfied when adding a comment
- Allow Responsible Authorities to copy conditions from one SPEAR application to another using the SPEAR reference number

# Release 4.5

## Manage Conditions

- Add sorting functionality and various formatting enhancements, including additional details on the 'View Conditions' screen and the printable version

# Release 4.5

## Fee Changes

- The calculation of fees and fee categories has been updated in line with the recent changes to the Planning and Environment (Fees) Regulations 2016 and Subdivision (Fees) Regulations 2016

The new fees will be shown when calculating or paying statutory fees

# Release 4.5

## Reinstate a Withdrawn or Lapsed Application

- Responsible Authorities can now reinstate a withdrawn application on behalf of the Applicant Contact, or restore a lapsed application if required

# Release 4.5

## Endorse Plan Requests

- Responsible Authorities can use the 'Request new document for endorsement' action to request a new version of a document which is to be endorsed

This is an extension of the existing functionality which excluded documents that weren't endorsed

# Release 4.5

## Title allocation advice

- Include the address and PFI reference against each new title
- More clearly identify the parent, balance and new titles. This has also been reflected in the New Title Allocations Advice PDF

# Release 4.5

## Digital Survey Geometry

- Applicant Contacts are now prompted to supply a digital survey geometry file to support the VicMap maintainer to update the map base

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

# Release 4.5

## Digital Survey Geometry

This must be a “computed plan” in CAD format (.dgn, .dxf or .dwg) and should be updated when the plan parcellation or datum changes

Applicant Contacts can opt-out of providing the digital survey geometry file if required

# Release 4.5

## Release for Lodgement Improvements

- The release for lodgement process is now clearer for Applicant Contacts and Lodging Parties due to enhanced email notifications and screen text
- If council consent is sought, SPEAR now allows the Responsible Authority to reject changes and require instead that the plan be re-certified. This will prompt the Applicant Contact to submit a Form 8

# Release 4.5

## Title Plan and OP Validation

- Where the Applicant Contact is submitting a Plan of Crown Allotment in an OP application, the OP number must be supplied
- In addition, new validations will ensure that an OP or TP cannot be certified unless the relevant OP or TP number has been supplied

# Release 4.5

## ePlan

- Compiled ePlans can now be submitted, validated and visualised in SPEAR
- ePlan-enabled surveyors can use the Visualisation Enhancement Tool to enhance the visualised plan (PDF) by:
  - adjusting labels and arrows
  - creating enlargement diagrams
  - defining sheets
  - defining exaggerations

# Release 4.6

- Improve the session timeout
- Add an address book in SPEAR to store client details and email addresses
- New dynamic 'Notes' tab icon
- Application List enhancements:
  - Additional columns, including key milestone dates
  - A new 'active applications' filter option

# Release 4.6

- OC Schedule improvements
- Useability enhancements:
  - Allow s.24A plans to be exempt from SOC
  - Sites to have their own logo
  - 'Land Use Victoria' branding throughout
- Improvements to endorsement:
  - Allow councils to upload and endorse their own documents
  - Improve the endorsement workflow

# Release 4.6

- Advertising enhancements:
  - Specify advertising period
  - Indicate application advertised outside of SPEAR
  - Ability for councils to load in third party statutory declarations
- ePlan enhancements

# Release 4.7 and beyond

## User activity

**Activity!**

(whoop)

Help us prioritise and define enhancements  
for future SPEAR releases

# Release 4.7 and beyond

## User activity

### **How it works:**

You have each been given some coloured stickers:

- Responsible Authority - Red
- Referral Authority - Orange
- Applicant Contact - Green

# Release 4.7 and beyond

## User activity

### **1. Vote!**

Use your sticker to tell us which are your top TWO enhancements by adding your stickers to those PE's

# Release 4.7 and beyond

## User activity

### **2. Shape the PE**

If you have an idea about the PE that you would like us to consider, please write your thoughts on the sticky-notes provided and add to the appropriate sheet

### **3. Suggest New PEs**

Alternatively if you have a suggestion for a new PE, please let us know!

# Release 4.7 and beyond

## User activity

The Enhancements we are seeking feedback on are:

- PE1473: Allow Responsible Authority to upload third party planning permit extensions, amendments and secondary consents
- PE1697: Allow site photos to be uploaded in JPG format

# Release 4.7 and beyond

## User activity

- PE1719: Indicate that an application contains a procedural plan
- PE1741: Display different information in the blue SPEAR banner/header seen at the top right of the application screen
- PE1373: Use SPEAR data to generate the surveyors report

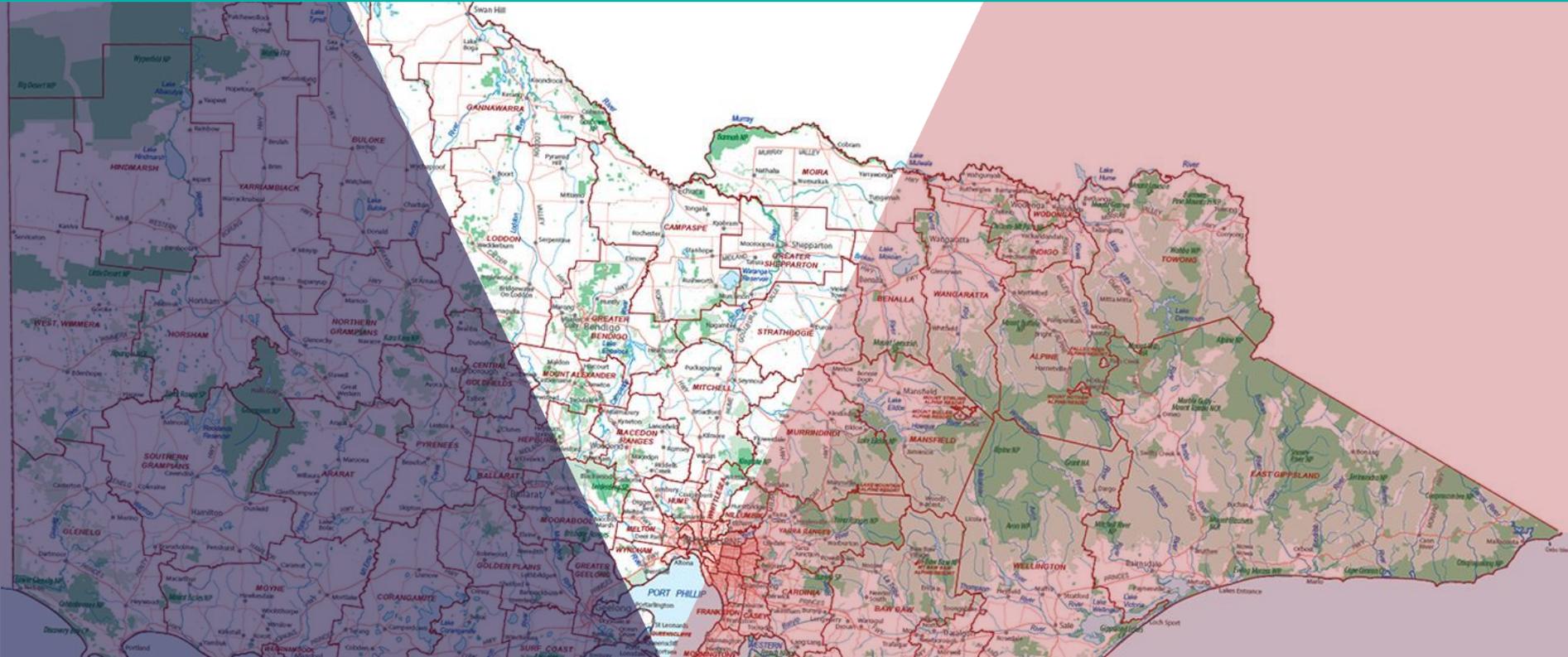
# Release 4.7 and beyond

## User activity

- PE1710: Council to add a copy of the planning permit issued outside of SPEAR (certification applications only)
- PE1701: Allow internal referral authorities to indicate the nature of their response

# Morning Tea

# Update from OGN



SPEAR UGM

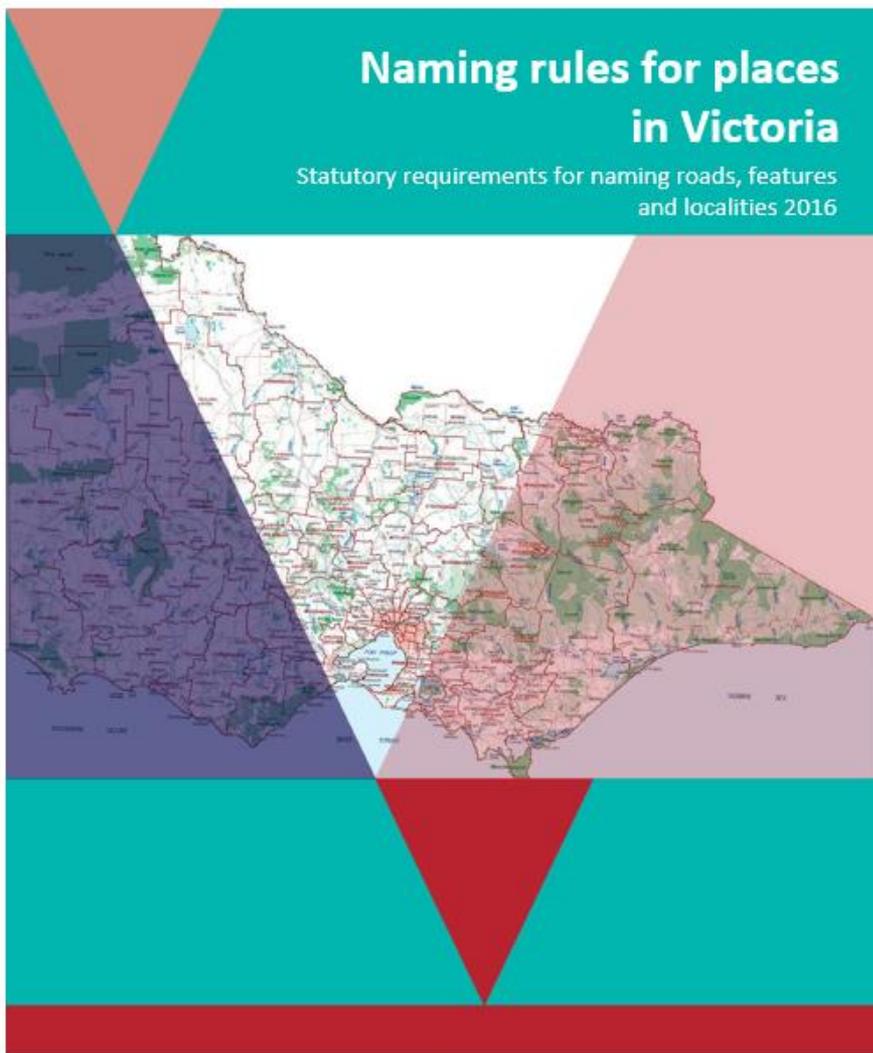


Environment,  
Land, Water  
and Planning

## OGN Overview and update

- Naming rules
  - Workshops
  - General principles
  - Statutory requirements
  - Section 3.8
  - Quick reference guide
- VICNAMES
  - Overview
  - How to
  - Enhancements
- Subdivision audits
  - Process
  - Statistics
  - Common Property
- Addressing & naming
- ANZAC Commemorative Naming Project
  - Overview
- Questions

# Naming rules for places in Victoria - 2016



## 2 General principles

The following principles must be used in conjunction with the relevant statutory requirements outlined in the three other sections of the naming rules related to roads, features and localities. They are designed to ensure no ambiguity, confusion, errors or discrimination are caused by the naming, renaming or boundary change process. All general principles are equally important.

### Principle (A) Ensuring public safety

Geographic names and boundaries must not risk public and operational safety for emergency response; or, cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries or road extents, and proposals must ensure that operations will not be adversely affected.

For example, the boundary of a locality must be applied in a way that makes sense, not only for the local community but also for visitors. Similarly, the extent of a road name should ensure easy navigation for pedestrians and vehicles along the entire route, from one end to the other.

### Principle (B) Recognising the public interest

Regard needs to be given to the long-term consequences and short-term effects on the wider community of naming, renaming or adjusting the geographic boundary of a place. Changes will affect not only the current community but also future residents, emergency response zones, land titles and addresses, property owners, businesses and visitors.

A proposal will only be registered if the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

### Principle (C) Linking the name to place

Place names should be relevant to the local area with preference given to unofficial names used by the local community. If named after a person (refer to [Principle H Using commemorative names](#)), that person should be or have been held in strong regard by the community.

Names that link the name to the place could relate to Aboriginal culture and occupation of the land, local flora and fauna, Australian war contributions (refer to [Section 2.3 Anzac commemorative naming project](#)), European exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral/agricultural production.

## 3 Roads

### 3.1 What is a road?

For the purposes of these naming rules, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, streets, highways, fire tracks, bike paths and walking tracks.

### 3.2 Statutory requirements applied to roads

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#) as well as the requirements outlined in Section 3 below, specifically Sections 3.2.1 – 3.2.5.

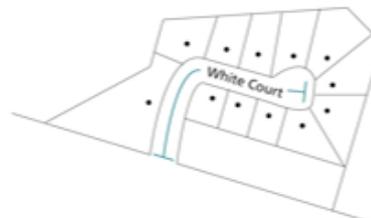
#### 3.2.1 Rural and urban addressing

Except where provisions are already made in these naming rules, the naming of a road must conform to the provisions of [AS/NZS 4819:2011 Rural and urban addressing](#) (see [infostore.saiglobal.com/store/Details.aspx?ProductID=1497944](http://infostore.saiglobal.com/store/Details.aspx?ProductID=1497944)). The standard outlines how to derive datum points and how address numbers are assigned. Further advice is available in [APPENDIX D](#).

#### 3.2.2 Extent: road course, start and end points

Any proposal to name or rename a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

A road name must not be applied in an ambiguous or confusing way for road users. For example, the road name should be applied to a single, unobscured and unobstructed roadway that leads from a start point to an end point, in a clear and logical manner. The road name should not be applied in a 'disjointed' or confusing way. Isolated road segments should be uniquely named.



# Naming rules for places in Victoria - 2016

## 3.8 Naming roads in new residential or commercial subdivisions

A checklist that can be used to prepare a proposal is available in [APPENDIX C](#).

Typically, road names are entered via SPEAR<sup>1</sup>.

<sup>1</sup> SPEAR is an acronym for Surveying and Planning through Electronic Applications and Referrals. The system allows users to process planning permits and subdivision applications online, including the submission of associated road names and addresses.

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016

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Section 3 Roads

### 3.8.1 Responsibility for naming roads in residential or commercial subdivisions

Road naming within plans of subdivision is usually the developer's role; although, land surveyors often help to choose names and add them to plans of subdivision. It should be noted, however, that plans of subdivision need to be approved by the responsible road naming authority. This is the responsibility of the council or State Government department or authority charged with approving the subdivision plans.

The developer and road naming authority are encouraged to work collaboratively to develop compliant road names for the subdivision.

### 3.8.2 The naming process

Prior to council certification, developers should consult the road naming authority when preparing plans of subdivision. This consultation may incorporate discussion of possible names for roads in the area and whether the road naming authority might suggest suitable themes (such as Aboriginal heritage, Anzac-related (refer to [Section 2.3](#)) or other local historical events or figures) for the developer to consider.

Developers and land surveyors must ensure that road names included on plans of subdivision, for the purposes of certification, conform to the principles outlined in these naming rules. Failure to comply with these statutory requirements may result in a name needing to be changed either prior to or after registration of the subdivision.

Further information is available from the [Quick reference guide for land surveyors](#) (see [www.delwp.vic.gov.au/namingplaces](#)>Guidelines for naming or proposing to name or rename a place).

Further information on compliant road types is available in [APPENDIX A](#).

During the certification stage of the subdivision process, the road naming authority or subdivision approval and certification body must ensure that the road names allocated to the plans conform to the principles of these naming rules. If any of the parties believe that one or more of the road names do not conform, it should seek to have the land surveyor, in consultation with the developer, change the unsuitable names to ensure compliance.

When plans of subdivision are lodged for registration with Land Use Victoria, an audit of the road names may be undertaken by OGN. If OGN determines that the road names on a lodged plan do not conform to the naming rules, OGN will send a request to the subdivision approval and certification body for the non-conforming names to be changed.

The OGN will not be responsible for any costs associated with changing or amending plans of subdivision.

### 3.8.3 Entering subdivision road names into VICNAMES

Once a plan of subdivision has been registered, the road names are entered into [VICNAMES](#) (see [maps.land.vic.gov.au/lassi/vicnamesUI.jsp](#)). Notification of registration is not formally supplied by the Registrar; rather, the act of entering the names into VICNAMES acts as a de-facto notification system.

### 3.8.4 Road name history

An [optional form](#) (available from [www.delwp.vic.gov.au/namingplaces](#)>Guidelines for naming or proposing to name or rename a place>Road name history form) can be uploaded to SPEAR with a plan of subdivision. Typically one form should be used per road name. Those looking to name multiple roads should liaise with the appropriate road naming authority to discuss the most efficient way to provide the information.

The form is not mandatory, but if the certifying authority requests that the form is filled in prior to any approval of the plan then the developer or land surveyor may be compelled to comply.

Providing detailed historical information will assist the approval process for the road naming authority. Also, if OGN chooses to audit the plan of subdivision, the information provided will help ensure that the name is appropriate and complies with the naming rules.

When the name has been officially registered in VICNAMES, the road naming authority or land surveyor should submit the historical information to VICNAMES. This will ensure the history behind the name is recorded.

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016

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Section 3 Roads

### 3.8.5 Non-compliant names entered into VICNAMES

If the name of a road in a new subdivision is approved and entered into VICNAMES but is later shown to not comply with the naming rules, the Registrar has recourse to request the road naming authority change the name. The change should be undertaken through collaboration of the road naming authority and developer.

If it can be shown that the name as it is registered will cause an issue for emergency or other service providers, the name must be changed when requested by the Registrar. The naming authority must change the name to a compliant alternative within 90 days of receiving the Registrar's request or outline to the Registrar the naming authority's intended action to redress the issue.

The OGN will not be responsible for any costs associated with changing or amending plans of subdivision.

### 3.8.6 Maintenance and responsibility

Naming or renaming a road in a new subdivision, when the maintenance of that road is the responsibility of the developer and/or private land owners, does not imply or transfer responsibility for road maintenance to the road naming authority (council or State Government department or authority) processing the renaming proposal.

# Naming rules for places in Victoria - 2016

## APPENDIX A Road types accepted for registration

As per Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a) within the AS/NZS4819:2011: Rural and urban addressing standard, the road types specified within this appendix are the only road types that can be used.

### ~~CULS~~-de-sac

Road Type	Abbreviation	Description
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
MEWS	MEWS	A roadway in a group of houses.
PLACE	PL	A short, sometimes narrow enclosed roadway.
PLAZA	<del>PLZA</del>	A roadway enclosing the four sides of an area, forming a marketplace or open space.
RETREAT	<del>RTL</del>	A roadway forming a place of seclusion.

### Either ~~CULS~~-de-sac or open-ended roads

Road Type	Abbreviation	Description
ALLEY	ALLY	Usually a narrow roadway in cities or towns. A minor roadway through the centre of city blocks or squares.
CHASE	CH	A roadway leading down to a valley.
CREST	<del>CRST</del>	A roadway running along the top or summit of a hill.
GLADE	<del>GLDE</del>	A roadway usually in a valley of trees.
GROVE	GR	A roadway that features a group of trees standing together.
LANE	LANE	A narrow way between walls, buildings or a narrow country or city roadway.
RISE	RISE	A roadway going to a higher place or position.
SQUARE	<del>SQ</del>	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
TERRACE	<del>TCE</del>	A roadway usually with houses on either side raised above the road level.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	<del>VSTA</del>	A road with a view or outlook.
WHARF	<del>WHRF</del>	A roadway on a wharf or pier.

### Open-ended roads

Road Type	Abbreviation	Description
APPROACH	APP	A roadway leading to an area of community interest, i.e. public open space, commercial area, beach etc.
AVENUE	AV	A broad roadway, usually planted with trees on each side.
BOULEVARD	<del>BVD</del>	A wide roadway, well paved, usually ornamented with trees and

## VICNAMES

- Overview
- [Register of Geographic Names - VICNAMES](#)
- How to
- Enhancements

The screenshot shows the VICNAMES website interface. At the top, it says "VICNAMES - The Register of Geographic Names" with a "Login / Register" button. Below this is a navigation menu with "VICNAMES", "Knowledge Base", and "Search". The main content area displays a splash screen with the following text:

**VICNAMES allows you to search all registered and recorded place names in Victoria.**

VICNAMES holds approximately 200,000 road names and approximately 45,000 place names. It includes geographic features such as mountains and rivers, bounded localities such as suburbs, towns, cities and regions and physical infrastructure such as roads, reserves and schools.

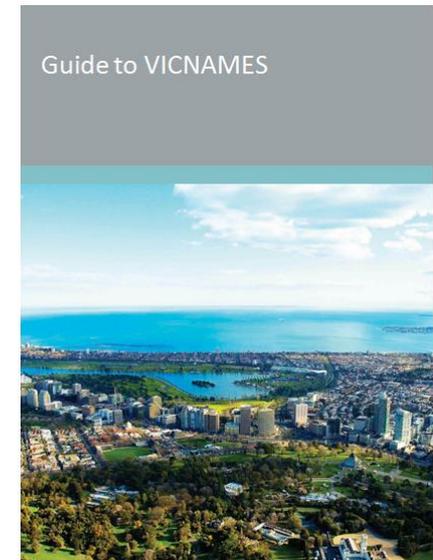
It is used to:

- assist naming authorities ensure a proposed name will not be a duplicate
- provide details on the location and extent of geographic features, localities and roads
- record or find historical information on place names.

Anyone can add historical information to records in VICNAMES; however, the information would be approved by Historical Content Administrators before publishing to the site.

**The Registrar of Geographic Names**  
Office of Geographic Names  
GPO Box 527  
Melbourne VIC 3001  
Phone: +61 3 8636 2525  
Fax: +61 3 8636 2776  
Email: [geo\\_names@delwp.vic.gov.au](mailto:geo_names@delwp.vic.gov.au)

Do not show this message unless updated by OGN

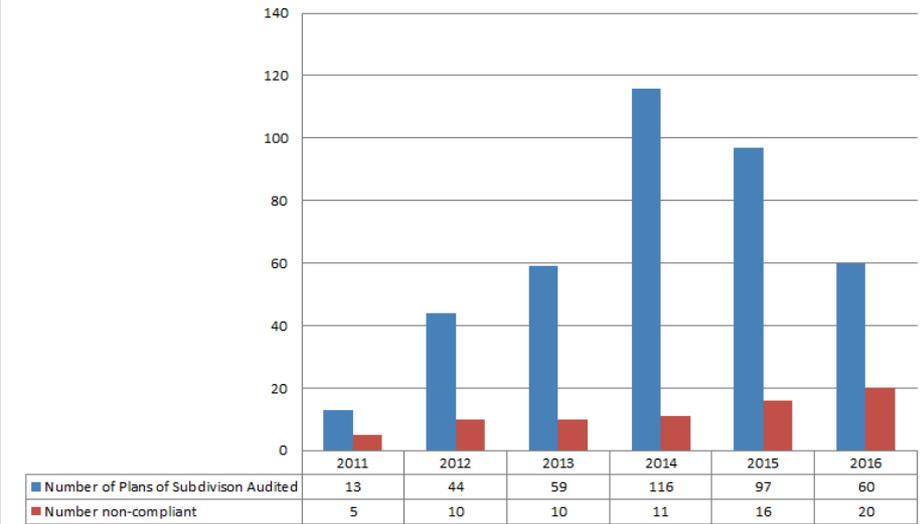


### Contents

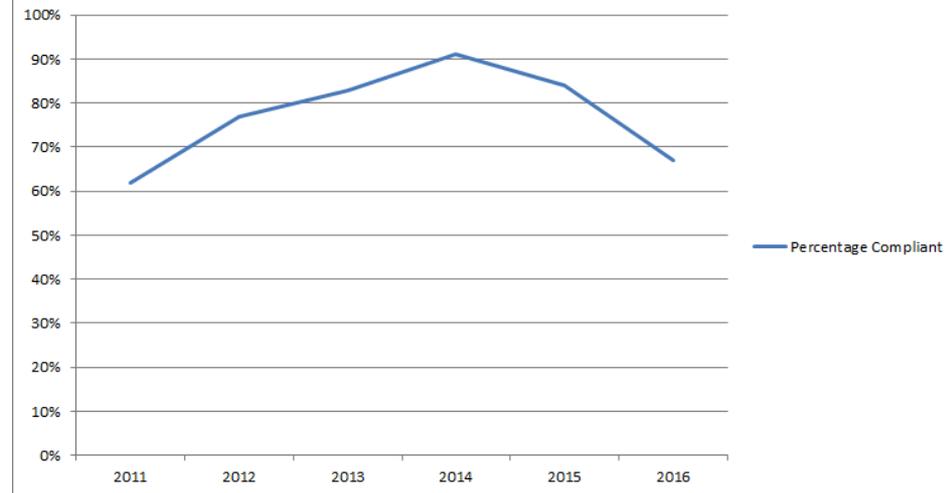
1	Glossary	2
2	Introduction	2
3	VICNAMES home page	2
4	VICNAMES general functionality	3
5	VICNAMES toolbar	4
6	VICNAMES place search	4
6.1	Features of interest search	8
6.2	VICNAMES place duplication search	8
7	VICNAMES road search	10
7.1	VICNAMES road duplication search	12
8	VICNAMES historical information search	14
9	VICNAMES data download	17
10	Adding historical information to VICNAMES	18
11	Additional functionality	20
12	Contact us	23

## Statistics

Plans of Subdivision Audited July 2011 to December 2016



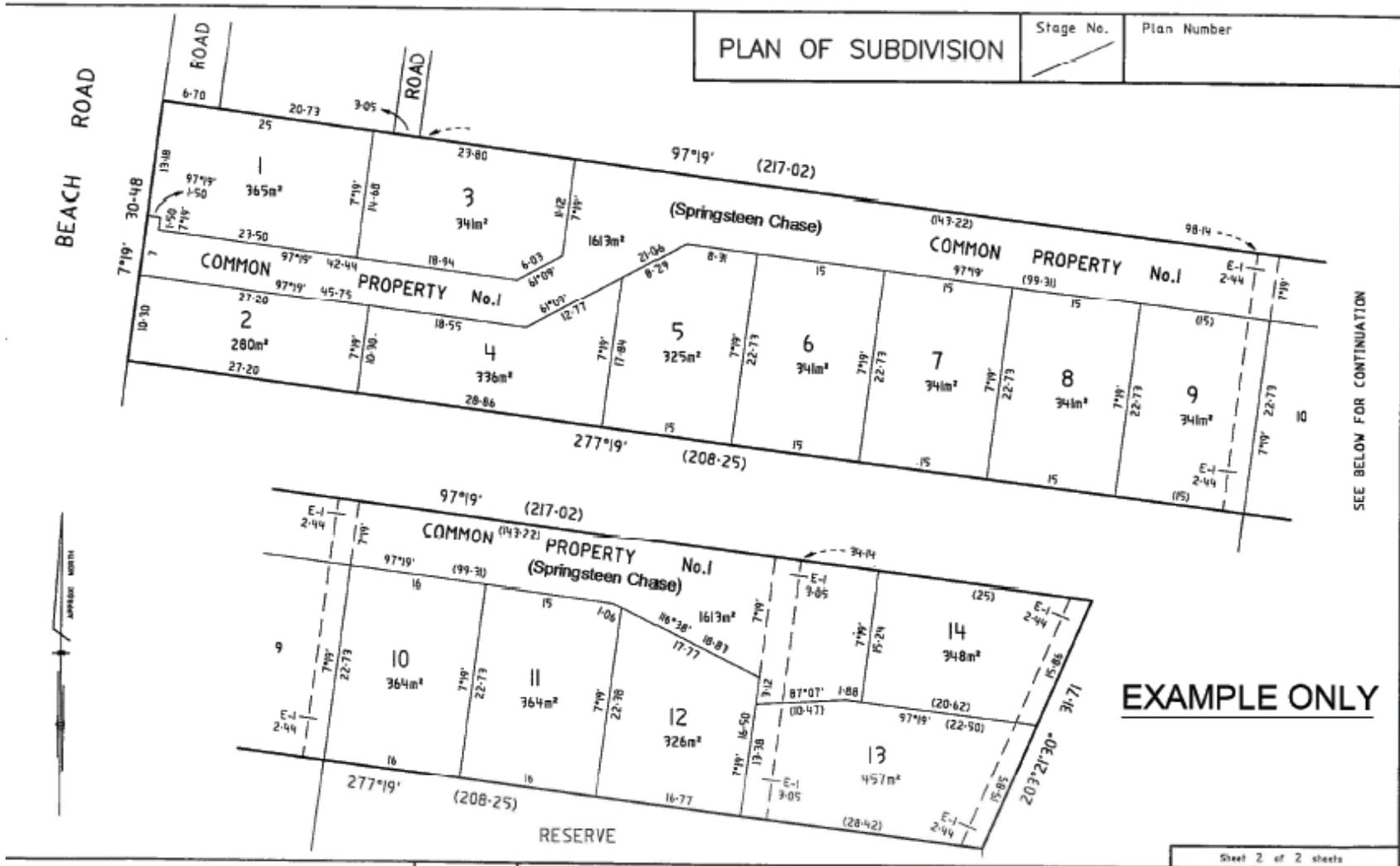
Percentage of Compliant Plans of Subdivision



## Process

- What are we (OGN) looking for?
  - Extents
  - Road type
  - Duplication
- What are you (council) looking for?
  - Extents
  - Road type
  - Duplication
  - Link to place (Road name origin)
- Subdivision Act Review and Regulations





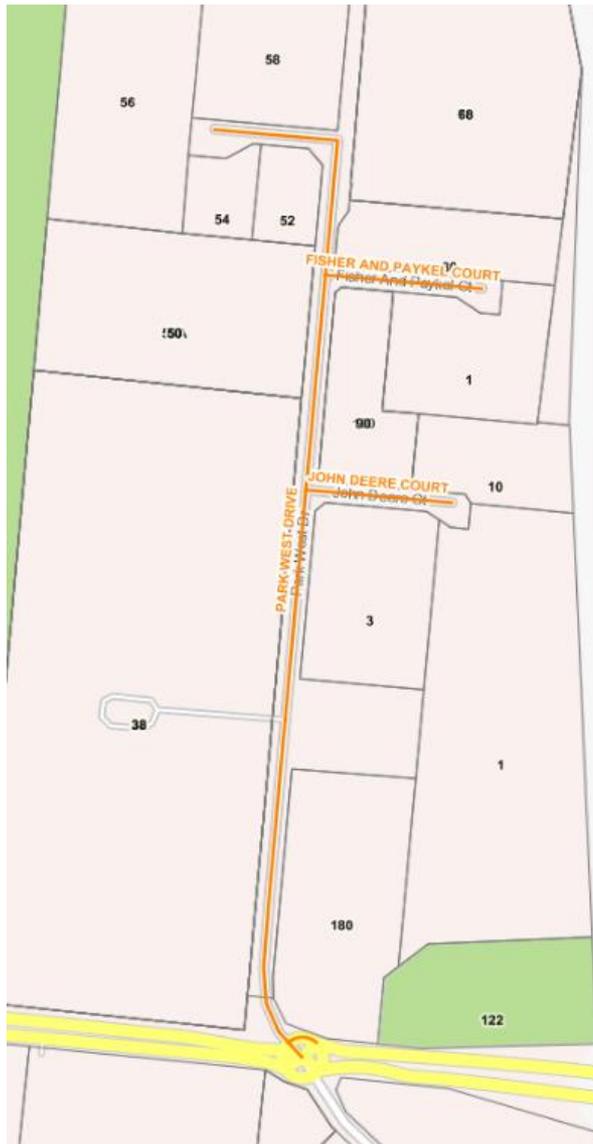
**Note:** Driveways or common property do not need to be named if the sites themselves are addressed to the main road. Exceptions can be made when benefits –e.g. improved public safety, improved delivery of goods and services – can be expected.

# Addressing and naming



# Addressing and naming

- Commercial names
- Use of a cardinal direction
- Road type



# Naming sites





# Naming rules for places in Victoria



Thanks for listening &  
Questions?



Environment,  
Land, Water  
and Planning

# SPEAR Enhancement Program

# SPEAR Enhancement Program

- The SPEAR team have continued to engage with participating organisations, providing positive outcomes to all involved, in particular:
  - An opportunity for the SPEAR team to demonstrate new features and offer tips for more streamlined processing
  - Providing an opportunity for SPEAR to better understand industry needs, and to help prioritise and shape the SPEAR enhancement list in a way that is of most benefit to the broad user base

# SPEAR Enhancement Program Council

- 11 Councils participated in round 6 of the program in the second half of 2016
- 60% of councils have now participated since the program was first initiated in late 2013
- There are still 10 councils we would like to target for Round 7, based on application volume
- Planning for Round 7 will commence in the second half of 2017

# SPEAR Enhancement Program

## Applicant Contact

- Following a successful trial with applicants in early 2016, the program was extended to surveying firms in early 2017
- Round 2 has seen 11 surveying firms participate
- Planning for Round 3 will commence in the second half of 2017

# SPEAR Service Desk Update

# SPEAR Service Desk Update

- Improvements to Broadcast Messages
- Improvements to Rotating Plans in SPEAR
- Land Use Victoria – Requisition process
- Digital Signing Certificates
- Manage Conditions

# Broadcast Messages

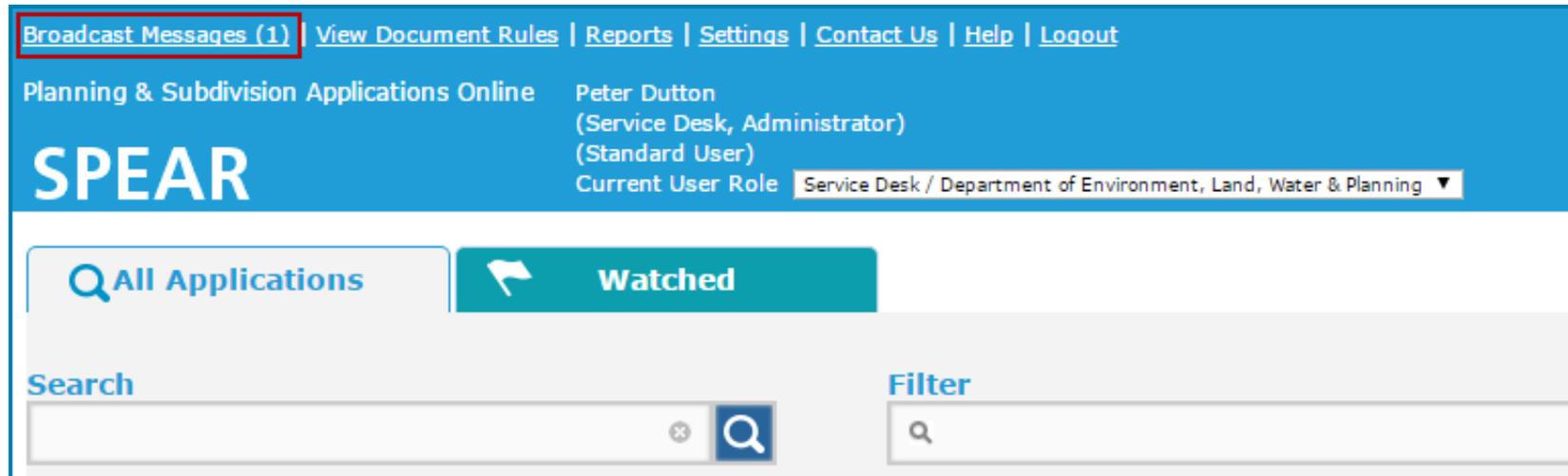
## Release 4.4 (November 2016)

- Broadcast message functionality has been improved to give users more flexible options to access and acknowledge broadcast messages
- When presented with a new broadcast message, users can acknowledge the message by either selecting:
  - I have read this message, do not display again
  - or*
  - Remind me tomorrow

# Broadcast Messages

## Release 4.4 (November 2016)

- Users can view all active broadcast messages by clicking on a hyperlink in the header section of the Application List screen



The screenshot displays the top navigation bar of the SPEAR application. The header is blue and contains the following elements:

- [Broadcast Messages \(1\)](#): This link is highlighted with a red rectangular box.
- [View Document Rules](#)
- [Reports](#)
- [Settings](#)
- [Contact Us](#)
- [Help](#)
- [Logout](#)

Below the navigation bar, the page title "SPEAR" is displayed in large white letters on the left. To the right, the user's name "Peter Dutton" and role "(Service Desk, Administrator) (Standard User)" are shown. Below this, the "Current User Role" is set to "Service Desk / Department of Environment, Land, Water & Planning" with a dropdown arrow.

The main content area features two tabs: "All Applications" (with a magnifying glass icon) and "Watched" (with a flag icon). Below the tabs, there are two search fields: "Search" and "Filter", each with a magnifying glass icon and a clear button (marked with an 'x').

# Rotating Plans in SPEAR

## Release 4.4 (November 2016)

- Requisitioned documents can be modified or rotated by the Applicant Contact until the 'Submit Requested Documents to LV' action is completed
- The rotate option also allows multiple page numbers / ranges (separated by commas), instead of performing separate page rotations

# Rotating Plans in SPEAR Release 4.4 (November 2016)

**Rotate Document Pages**

\* Indicates a mandatory field

Select the pages and orientation which you wish to change in your document.

All Pages

Pages

Select Rotation\*

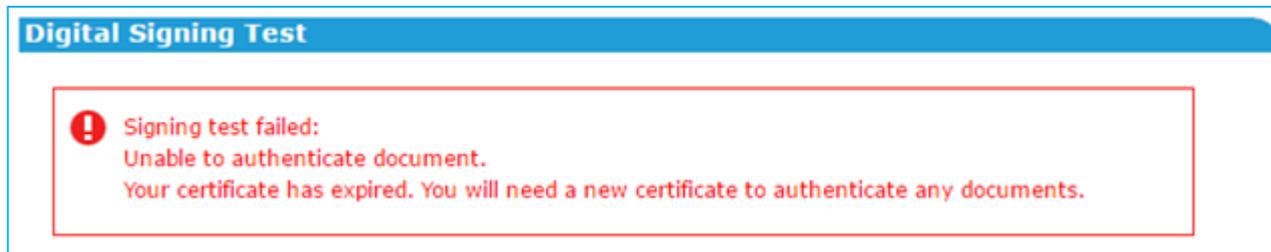
- Please select
- 90 degrees clockwise
- 180 degrees
- 90 degrees anti-clockwise

[Disclaimer](#) | [Privacy Statement](#)  
Copyright © 2010 State Government of Victoria  
SPEAR Release: 4.4.0.955

- This will allow surveyors to check their requisitioned plans/watermarks after signing and further modify if required prior to submitting the documents to LUV

# Digital Signing Certificates

- The SPEAR Service Desk often assists users with issues related to signing failures after Signing Certificates have been renewed
- Even if you have successfully followed the Symantec installation process, SPEAR may return the following error: “Your certificate has expired”

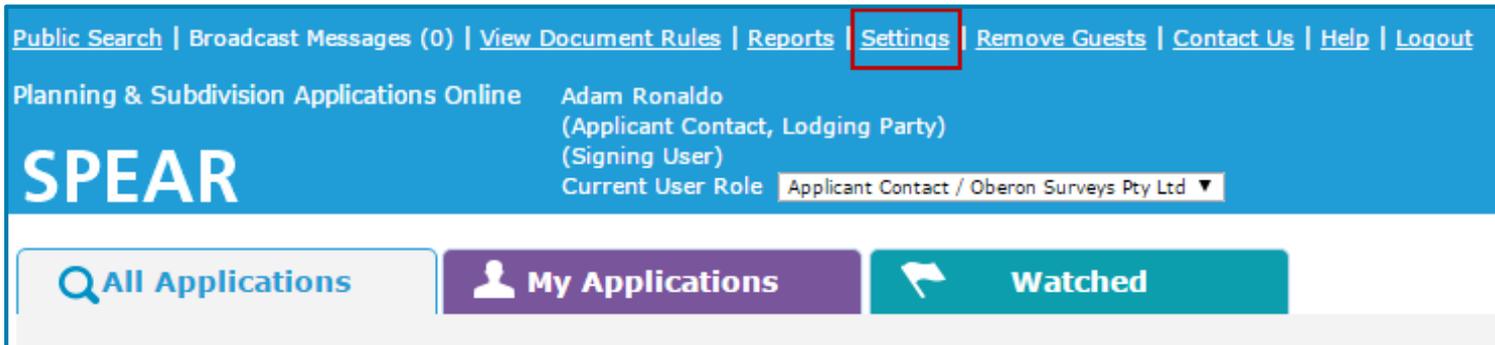


# Digital Signing Certificates

- This indicates your old certificate is still the default certificate in SPEAR

Never fear! This is easy to fix in SPEAR

- You need to test your certificate in SPEAR. To do this, click on 'Settings'



The screenshot displays the top navigation bar of the SPEAR web application. The navigation links include [Public Search](#), [Broadcast Messages \(0\)](#), [View Document Rules](#), [Reports](#), [Settings](#) (highlighted with a red box), [Remove Guests](#), [Contact Us](#), [Help](#), and [Logout](#). Below the navigation bar, the text 'Planning & Subdivision Applications Online' is followed by the user's name 'Adam Ronaldo' and their role '(Applicant Contact, Lodging Party) (Signing User)'. The 'Current User Role' is shown as 'Applicant Contact / Oberon Surveys Pty Ltd' with a dropdown arrow. The 'SPEAR' logo is prominently displayed on the left. At the bottom, there are three buttons: 'All Applications' with a magnifying glass icon, 'My Applications' with a person icon, and 'Watched' with a flag icon.

# Digital Signing Certificates

Scroll to the very bottom of your user settings and click on 'Test Digital Certificate'

**User Settings - Adam Ronaldo**

\* Indicates a mandatory field

User ID: adaron91

**Name**

Title: Mr

First Name \*: Adam

Last Name \*: Ronaldo

**Organisation and Roles**

Role(s) \*

Organisation	Applicant Contact	Lodging Party	Administrator
Oberon Surveys Pty Ltd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballarat Region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melbourne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Templestowe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TLA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Role History

Access Limited

Access Ticking this

**Authentication**

Authentication Level: Adam Ronaldo

User Signing Name: Adam Ronaldo

User has performed test signing

**SPEAR Settings**

Status: Active

Session Timeout Period \*: 60 minutes (max 60) (Maximum Session Time Out is set to 60) **NOTE: you must logout for any changes to the Session Time Out to take effect**

Password Rotation \*: 180 days (max 180) (Maximum Password Rotation is set to 180)

User has accepted the SPEAR Privacy Declaration

Surveyors Registration Number: 2345

Prefer to process Subdivision Applications?

Sort Application list by: SPEAR Ref Descending

Application List - Primary tab: All Applications The selected tab will open first on login

View Current File Version?  Ticking this box will enable you to directly view the current version of uploaded files. Click 'Help' for further details

Suppress Confirmation Screens?  Suppress 'Attach Document' confirmations?

Display details tab first?

Current Password:

New Password:  [Secure Password Tips](#)

Confirm Password:

[Test Digital Certificate](#)

[update user](#) [cancel](#)



# Digital Signing Certificates

## Digital Signing Test

In order to ensure that your digital certificate is working correctly please select the Test button.

By completing this test it will assist the SPEAR team in resolving any problems you may have with your Digital Certificate.

On selection of the Test button, some text will be displayed which will allow you to test your digital signature.

Once you have completed this test you will not have to perform it again until you change your digital certificate.

If you have not yet received your digital certificate please select the Cancel button to resume working in SPEAR.

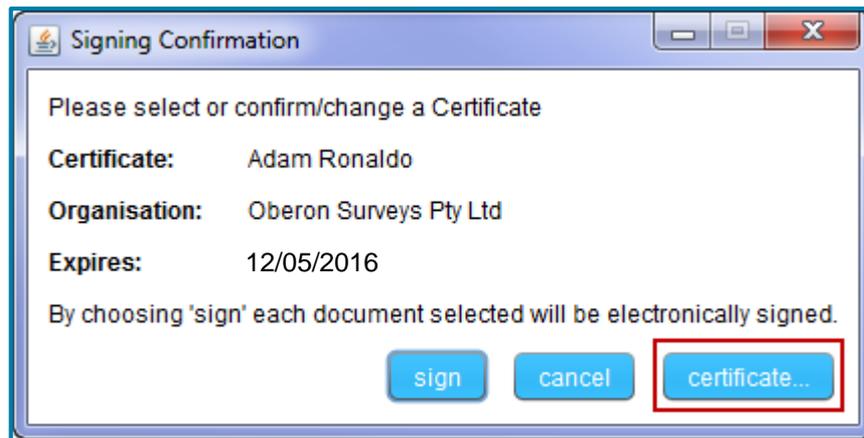
Note: In this case, you will not be able to sign key documents digitally.



- Click on 'test'

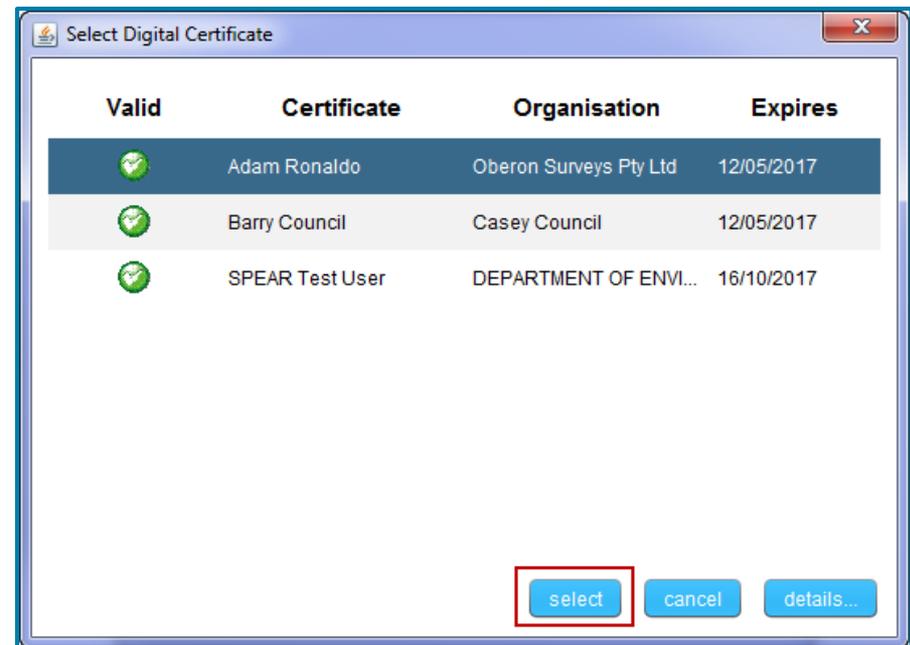
# Digital Signing Certificates

- Go through the usual signing steps, however
- **Do not** click 'sign'
- Click on 'certificate'



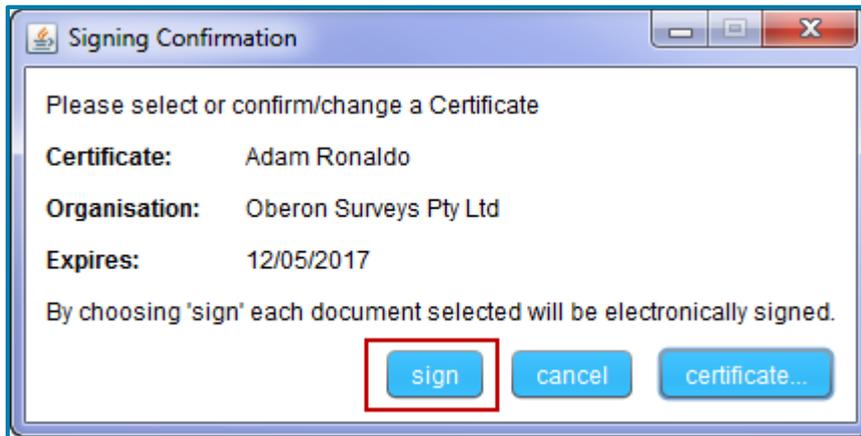
# Digital Signing Certificates

- Click on the new certificate (check for the new expiry date)
- Then, click 'select'



# Digital Signing Certificates

- Now you can click on 'sign'



- Enter your certificate password
- Click 'OK'



# Digital Signing Certificates

## Test Document Authenticated - Confirmation

 The testing of your digital signature was successful. Please select the return button to continue working in SPEAR.

[return](#)

- You should receive a 'success' message
- Your new certificate is now the default certificate in SPEAR
- Click 'return' to go back to your User Settings

# Digital Signing Certificates

Another issue you might encounter:

- When you apply for your certificate renewal through Symantec, it is possible to enter your name differently than your previous certificate
- For example, your last certificate was
  - Adam Ronaldo
- This time you applied as:
  - Adam J Ronaldo
  - Adam Jay Ronaldo
  - ADAM RONALDO

# Digital Signing Certificates

Your 'User Signing Name' in SPEAR is validated against the name on your certificate

**User Settings - Adam Ronaldo**

\* Indicates a mandatory field

User ID: adaron91

**Name**

Title: Mr

First Name \*: Adam

Last Name \*: Ronaldo

**Organisation and Roles**

Role(s) \*

Organisation	Applicant Contact	Lodging
Oberon Surveys Pty Ltd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ballarat Region	<input type="checkbox"/>	<input type="checkbox"/>
Melbourne	<input type="checkbox"/>	<input type="checkbox"/>
Templestowe	<input type="checkbox"/>	<input type="checkbox"/>
TLA	<input type="checkbox"/>	<input type="checkbox"/>

[Role History](#)

Access Limited  Access Limited Applicant Contact  
Ticking this box will limit the user's access to applica

**Authentication**

Authentication Level: Signing User

User Signing Name: Adam Ronaldo

**Signing Confirmation**

Please select or confirm/change a Certificate

**Certificate:** Adam Ronaldo

**Organisation:** Oberon Surveys Pty Ltd

**Expires:** 12/05/2017

By choosing 'sign' each document selected will be electronically signed.

# Digital Signing Certificates

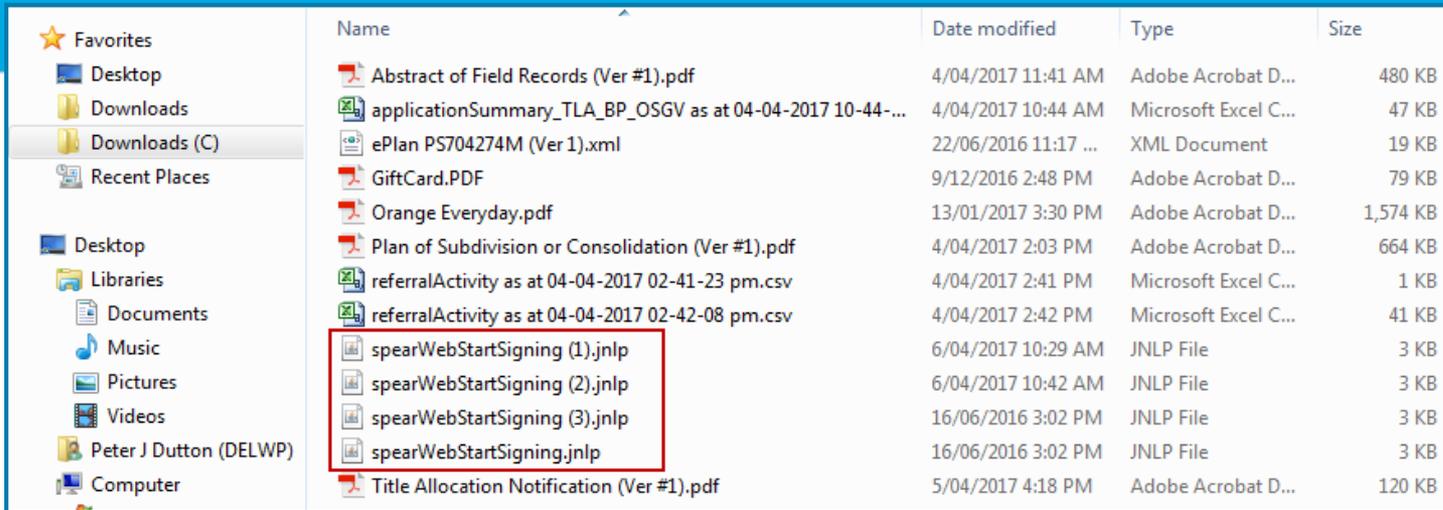
- Testing your digital certificate will uncover any discrepancies between your 'User Signing Name' and the name on your certificate
- Your 'User Signing Name' can be updated by your Local Administrator or the SPEAR Service Desk

# Digital Signing Certificates

Another issue, which is Chrome specific:

- Every time you view a document or use the SPEAR signing application, Chrome saves it to your Downloads folder
- For signing users in SPEAR, Chrome saves multiple copies of the `spearWebStartSigning.jnlp` file

# Digital Signing Certificates



Name	Date modified	Type	Size
Abstract of Field Records (Ver #1).pdf	4/04/2017 11:41 AM	Adobe Acrobat D...	480 KB
applicationSummary_TLA_BP_OSGV as at 04-04-2017 10-44-...	4/04/2017 10:44 AM	Microsoft Excel C...	47 KB
ePlan PS704274M (Ver 1).xml	22/06/2016 11:17 ...	XML Document	19 KB
GiftCard.PDF	9/12/2016 2:48 PM	Adobe Acrobat D...	79 KB
Orange Everyday.pdf	13/01/2017 3:30 PM	Adobe Acrobat D...	1,574 KB
Plan of Subdivision or Consolidation (Ver #1).pdf	4/04/2017 2:03 PM	Adobe Acrobat D...	664 KB
referralActivity as at 04-04-2017 02-41-23 pm.csv	4/04/2017 2:41 PM	Microsoft Excel C...	1 KB
referralActivity as at 04-04-2017 02-42-08 pm.csv	4/04/2017 2:42 PM	Microsoft Excel C...	41 KB
spearWebStartSigning (1).jnlp	6/04/2017 10:29 AM	JNLP File	3 KB
spearWebStartSigning (2).jnlp	6/04/2017 10:42 AM	JNLP File	3 KB
spearWebStartSigning (3).jnlp	16/06/2016 3:02 PM	JNLP File	3 KB
spearWebStartSigning.jnlp	16/06/2016 3:02 PM	JNLP File	3 KB
Title Allocation Notification (Ver #1).pdf	5/04/2017 4:18 PM	Adobe Acrobat D...	120 KB

- Chrome will not save more than 99 copies of the signing file and then signing in SPEAR will fail
- It's a good idea to regularly delete these files and any other unwanted documents from this folder to avoid signing issues and also wasted storage on your computer

# Land Use Victoria – Requisition process

- Surveyors may be requisitioned to amend the following documents:
  - Plan of subdivision
  - Abstract of field records
  - Supplementary Abstract of Field Records (SAFR)
  - Surveyors report
  - Compiled plan sheets
- Other documents may also be requested from the Applicant Contact, which don't affect the application status i.e. sketches or overlay diagrams

# Land Use Victoria – Requisition process

- For plan amendments, the following options are available to the examiner:
  - Minor: council is notified of the changes
  - Consent: council consent is required
  - Re-certification
- Notifications are then automatically sent to the applicant and council, depending on the option selected and the way SPEAR will handle the process

# Land Use Victoria – Requisition process

- Go to the Land Victoria section of the Details Tab to identify the requisition option selected by the examiner

▼ Land Victoria - No actions required (hide)			
	<a href="#">Amendment to Applicant Documents (Plan amendment)</a>	Supplied	07/04/2017
	<a href="#">Amendment to Applicant Documents (Plan amendment - consent)</a>	Supplied	07/04/2017
	<a href="#">Amendment to Applicant Documents (Re-Certification)</a>	Supplied	07/04/2017

- Plan amendment: Minor amendment request
- Plan amendment – consent: Council consent required
- Re-Certification: Re-Certification required

# Land Use Victoria – Requisition process

- OR, click on the (View LV Request) link next to the mandatory action

The screenshot displays the 'Actions' section of the Land Use Victoria Requisition process. It features a list of actions with a red 'Action required' indicator next to each. The first two actions are 'Add Proposed LV requisitioned Plan of Subdivision' and 'Submit Requested Documents To LV'. A red box highlights the '(View LV Request)' link next to the first action. A red arrow points from this link down to the 'Open Current Amendment to Applicant Documents' link in the 'Amendment to Applicant Documents' section. This link is also highlighted with a red box. The 'Amendment to Applicant Documents' section includes a 'Current Document' section with a 'Submitted' date of 07/04/2017 and an 'Authenticated by' field showing John Smith (Land Victoria). There is also an 'Other Versions' section with a 'None' option. 'return' buttons are visible in the top right and bottom right of the document section.

**Actions**

- 🚩 [Add Proposed LV requisitioned Plan of Subdivision](#) Action required **(View LV Request)**
- 🚩 [Submit Requested Documents To LV](#) Action required
- 🚩 [Other Actions...](#) go

**Amendment to Applicant Documents** return

**Current Document**

- 🚩 [Open Current Amendment to Applicant Documents](#) **(Plan amendment)** 1 KB PDF, new window

Submitted: 07/04/2017  
Authenticated by: John Smith (Land Victoria)

**Other Versions**

- None

return

# Land Use Victoria – Requisition process

- Any issues with the requisition must be addressed with the examiner, prior to attaching any documents
- Due to SPEAR system processing, once the requisition is actioned by the Applicant Contact, the requisition must run its course as originally determined by the examiner

# Manage Conditions

- Conditions created by Responsible Authority are typically sourced from the Planning Permit
- This is intended to be a collaborative document
- Comments to each condition can be left by:
  - Applicant Contacts
  - Responsible Authorities
  - Referral Authorities
  - Internal Referrals
  - Guests

# Manage Conditions

- Conditions document located within Responsible Authority section

Summary	Details	Contacts	Guests	Map View	Notes	Email / Download
▶ Applicant Contact - Oberon Surveys Pty Ltd has actions required (show)						
▼ Responsible Authority - Pasey City Council has actions required (hide)						
<a href="#">Responsible Authority Reference Numbers</a>		Supplied	15/10/2015			
<a href="#">Application Acceptance / Rejection (Application Accepted)</a>		Done	15/10/2015			
<a href="#">Referral Request (15/10/2015 10:57 am, Referred)</a>		Requested	15/10/2015			
<a href="#">Request for Further Information (27/04/2016 09:42 am, Further info test, Response required by: 28/04/2016)</a>		Supplied	27/04/2016			
<a href="#">Referral Request (22/09/2016 11:56 am, Referred)</a>		Requested	22/09/2016			
<a href="#">RA Response (22/09/2016 11:57 am, Closed by Resp Auth (Certification), Closed by Resp Auth (SOC), MelbourneEnergy)</a>		Supplied	22/09/2016			
<a href="#">RA Response (22/09/2016 11:57 am, Closed by Resp Auth (Certification), Closed by Resp Auth (SOC), Origin Water)</a>		Supplied	22/09/2016			
<a href="#">Conditions (01/02/2017 11:11 am, Certification and SOC)</a>		Conditions Outstanding	Modify	go		
Conditions		Not supplied				
▶ Referral Authorities - Erigin Energy has no actions required (show)						
▶ VCAT - No actions required (show)						

# Manage Conditions

- Click the 'Conditions' link to see a comment log & status of the conditions, or 'Modify' to comment
- Also accessible from the 'Actions' menu



The screenshot displays a web interface for 'Origin Energy'. At the top, it states 'Advertising Notice sent under Section 52 / 57(B)'. Below this is a link for 'RA Response (09/05/2016 03:53 pm, Conditions (Section 55 - Determining))'. A mouse cursor is positioned over this link. Below the link is an 'Actions' section containing a dropdown menu with 'Manage Conditions' selected and a 'go' button. Underneath the dropdown are two expandable sections: 'Objectors - No objections (show)' and 'VCAT - No actions required (show)'. At the bottom, there are links for 'Disclaimer' and 'Privacy Statement', followed by 'Copyright © 2010 State Government of Victoria' and 'SPEAR Release: 4.4.0.955'.

# Manage Conditions

- Manage Conditions is most effective when multiple user types are commenting

### Manage Conditions

\* Indicates a mandatory field

**Type \***  
Cert ▾

**Ref \*** **Summary \***  
2 Agreement with relevant authorities for utility services

**Details**  
The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with that authority's requirements and relevant legislation at the time

### Comments Log

Date	Who	Satisfied	Comments
05/04/2017 11:19 AM	Erigin Energy	No	Our requirements for this condition have been uploaded to SPEAR as an other document type
05/04/2017 11:26 AM	Oberon Surveys Pty Ltd	No	See uploaded other document type "Origin Energy agreement"
05/04/2017 11:40 AM	Pasey City Council	No	Still awaiting agreement from Melbourne Water before this condition can be satisfied

**Satisfied**  
▾

**Comment**

# Manage Conditions

- An email notification is sent to the Applicant Contact or Responsible Authority to alert them when new comments are added to a condition
- More communication achieves greater transparency and reduces mistakes

# Manage Conditions

- Certification & Statement of Compliance can not be issued until all conditions are deemed satisfied by the Responsible Authority

View Conditions						
Remember to save and print copies for your records						
 <a href="#">printable version and download</a>						
Ref	Type	Summary	Date	Who	Satisfied	Comment
1	Cert	Easements to be set aside	05/04/2017 11:16 AM	Oberon Surveys Pty Ltd	No	Awaiting response from referral authority
			05/04/2017 11:17 AM	Origin Energy	No	Requirements have been sent to applicant, awaiting modified plan
			05/04/2017 11:24 AM	Oberon Surveys Pty Ltd	No	Modified plan has now been supplied
			05/04/2017 11:31 AM	Casey City Council	Yes	Condition satisfied
2	Cert	Agreement with relevant authorities for utility services	05/04/2017 11:19 AM	Origin Energy	No	Our requirements for this condition have been uploaded to SPEAR as an other document type
			05/04/2017 11:26 AM	Oberon Surveys Pty Ltd	No	See uploaded other document type "Origin Energy agreement"
			05/04/2017 11:40 AM	Casey City Council	No	Still awaiting agreement from Melbourne Water before this condition can be satisfied
3	SOC	Vehicle Access via Crossing			No	
4	SOC	Subdivision of existing buildings or buildings under construction			No	

Casey City Council has not yet confirmed that all conditions for certification and SOC have been satisfied.

# SPEAR Payments

# SPEAR Payments

- SPEAR Payments functionality was revised and upgraded in 2015
- The SPEAR payment function is now facilitated by Westpac, and provides an efficient payment solution that is both secure and flexible
- When a user selects 'Pay Fee to Responsible Authority' they are directed to the Westpac portal
- Tracking and reconciliation of payments can be performed at any time using Westpac Quickstream (administrative portal)

# SPEAR Payments

## Benefits:

- The Responsible Authority receives an email notification when a payment has been made
- The Applicant Contact can invite guests to pay fees
- SPEAR payments eliminates security concerns related to users attaching sensitive payment information – e.g. using 'other document type'

# SPEAR Payments

18 councils are currently enabled for SPEAR payments

- 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
- Manningham City Council
- Melton City Council
- Mitchell Shire Council
- Rural City of Wangaratta
- Surf Coast Shire Council
- Warrnambool City Council
- Wellington Shire Council
- Whittlesea City Council

# SPEAR Payments

- The sign up process is quick and easy
- The SPEAR Service Desk manages the setup with Westpac for you
- An information sheet and sign up form can be emailed to you
- Please contact the SPEAR Service Desk for assistance in enabling SPEAR payments

# Owners Corporation Schedules

# Owners Corporation Schedule

The Owners Corporation (OC) Schedule spreadsheet was introduced in SPEAR in November 2015

- Usage is increasing!
  - Usage is at 44% in 2017
  - Over 2000 OC schedules have now been supplied via spreadsheet in SPEAR

# Owners Corporation Schedule

- Positive Feedback

- Saves time versus drafting in CAD
- After completing one, the process is straightforward
- Customised Excel functions can greatly assist completion and accommodate existing business processes
- Reduced processing time of plans using the OC schedule spreadsheet within Land Use Victoria and increased accuracy
- Providing additional OC information to assist the lodging party reduces lodgement refusals & examination requisitions

# Owners Corporation Schedule

- Negative feedback

- The schedule is missing from the Plan for Endorsement
- Version numbers can get out of sync
- The heading 'Common Property' is displayed even if there's no common property
- The total heading 'Previous Stages' is confusing
- The organisation's logo disappears when the schedule is uploaded to SPEAR
- Don't wish to provide additional OC data
- Need to manage/upload/send multiple files

# Owners Corporation Schedule

- Upcoming Improvements (Release 4.6)
  - Option to append Owners Corporation schedule to the plan for endorsement
  - Version numbers to be consistent between the plan and the schedule before and after signing
  - When there is no common property on the plan, the 'Common Property' row will no longer appear in the visualised schedule
  - 'Previous Stages' label will be amended to 'Balance of Existing OC' to suit both Section 32 and Section 37 plans
  - General aesthetic template improvements

# Owners Corporation Schedule

- Handy hints

- The Applicant Contact's logo will only be displayed on the visualised schedule in SPEAR if it has been provided in the organisation's SPEAR profile
- When sending the plan to the client before the SPEAR application is created, options include:
  - Save the schedule to PDF and merge with the plan
  - Provide the client with two separate files (PDF plan and XLS / PDF schedule)

# Owners Corporation Schedule

- Other Issues

- Some surveyors don't wish to provide additional Owners Corporation information to assist lodging parties

This helps them to complete their OC1 & OC2 forms. Legal responsibility for this information is with the lodging party, not the surveyor

- Surveyors would prefer to supply data for multiple OCs in a single spreadsheet file

This is desirable, but unfeasible due to the cost involved and the small percentage of plans with multiple OCs

# Owners Corporation Schedule

- **Macro-enabled spreadsheet**
  - The SPEAR team has developed a macro-enabled spreadsheet which allows surveyors to include data for multiple OCs in one spreadsheet
  - Hitting a button creates one or more OC spreadsheets in the format required by SPEAR
  - This allows surveyors to maintain each plan's OC data in one file
  - Multiple files still need to be supplied in SPEAR

If any surveyors would like to help test this spreadsheet, please contact the SPEAR Service Desk

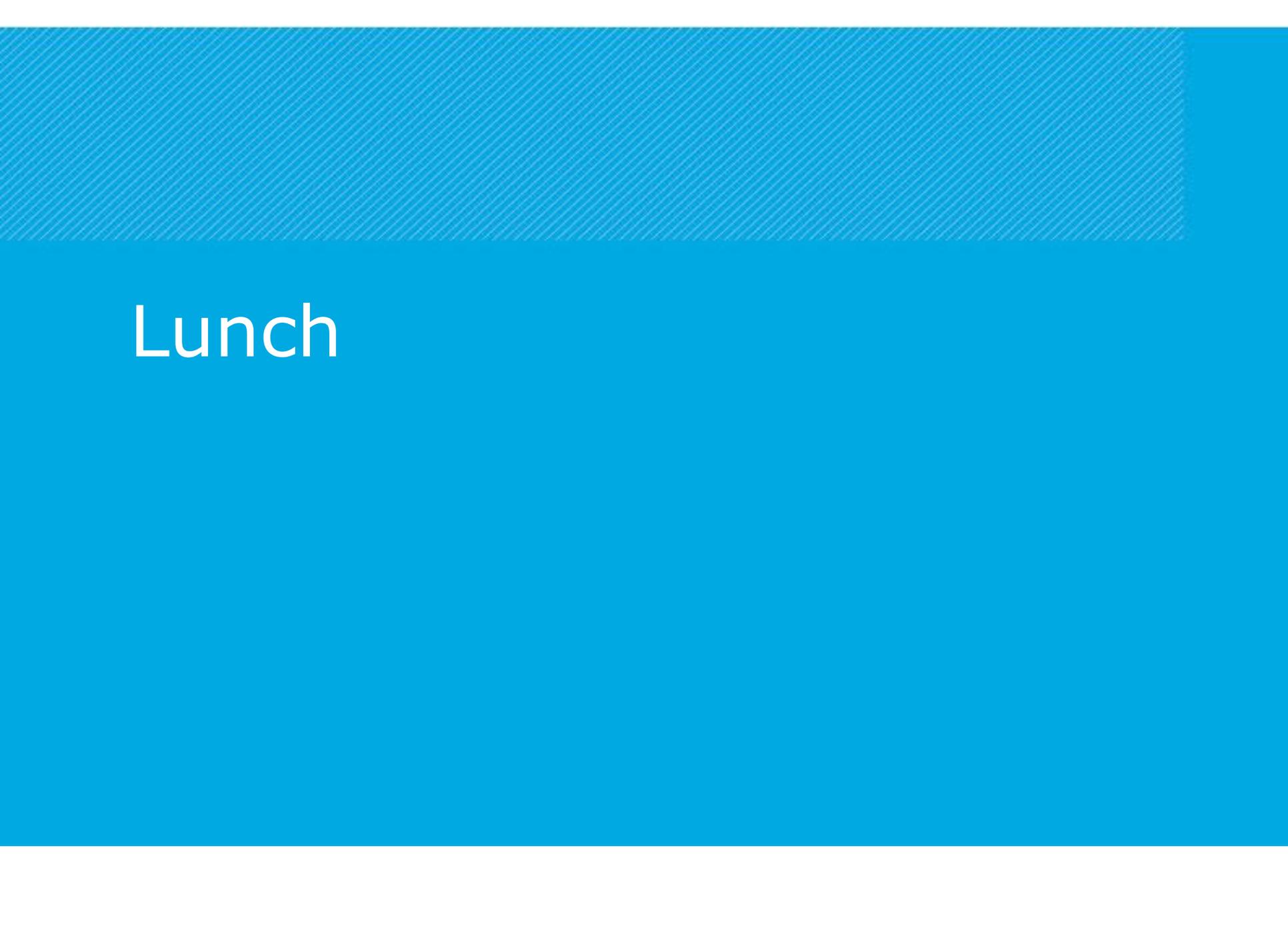
# User Activity Outcomes

# User Activity Discussion

## **Activity Results and Discussion**

Help us prioritise and define enhancements  
for future SPEAR releases

# User Issues



Lunch