

SPEAR

Surveying and Planning through Electronic Applications and Referrals



Agenda

1. Welcome
2. SPEAR user survey
3. SPEAR Enhancement Program
4. Lodging Parties in SPEAR
5. Land Victoria update
6. ePlan update
7. SPEAR IT

Morning Tea

Agenda

8. Surveyors Reports in SPEAR
9. Owners Corporation schedules
10. Potential Enhancements for future release
11. User Issues
12. Office of Geographic Names general update
13. Review of Guidelines for Geographic Names

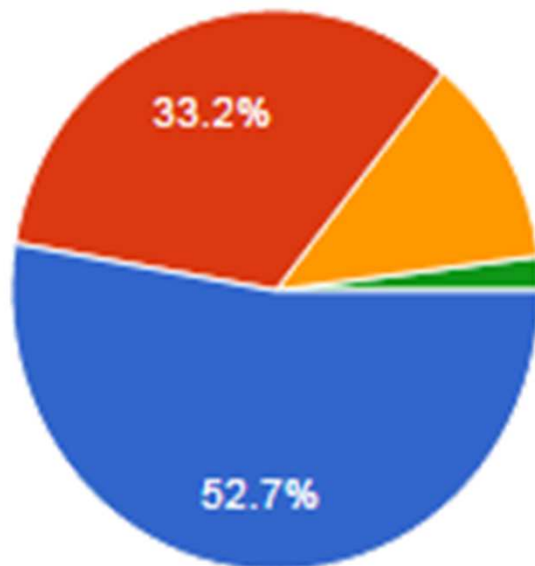
Lunch

SPEAR User Survey

- In November, users were provided with the opportunity to provide feedback via an online survey
- Aims of the survey was to gauge how effective we have been communicating with our stakeholders through:
 - User Group Meetings
 - Website documentation
 - SPEAR training programs
- Received over 200 responses

SPEAR User Survey

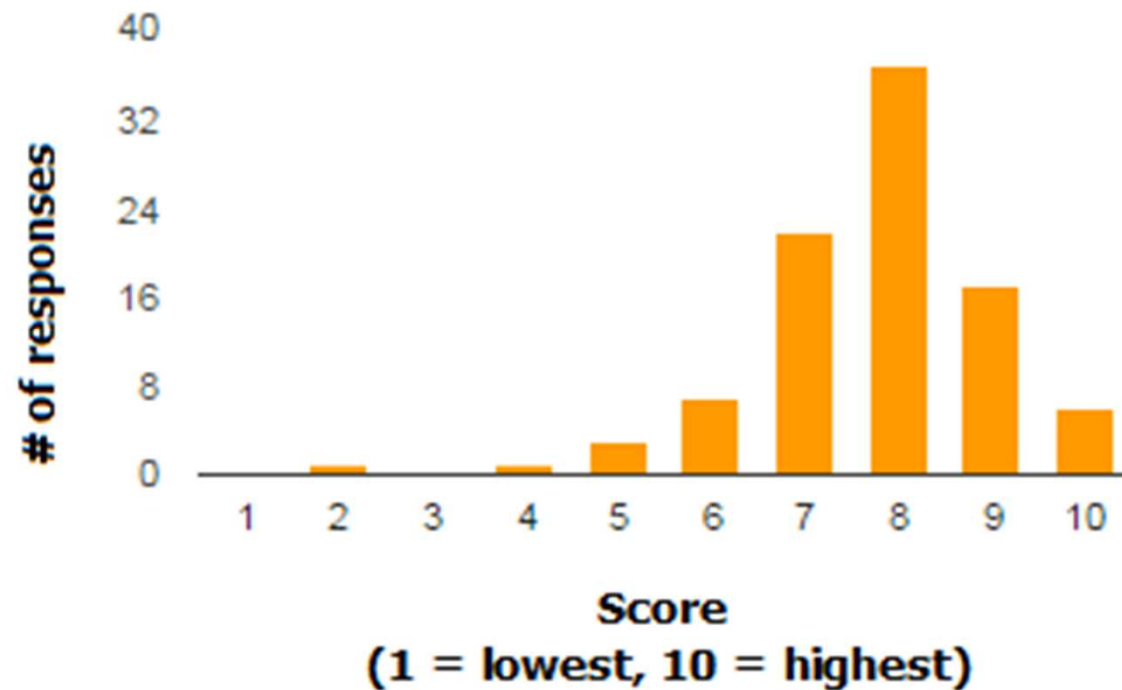
- User profile of respondents



<u>Respondent</u>	<u>#</u>	<u>%</u>
Applicant	108	52.7%
Council	68	33.2%
Referral Authority	25	12.2%
Other	4	2%

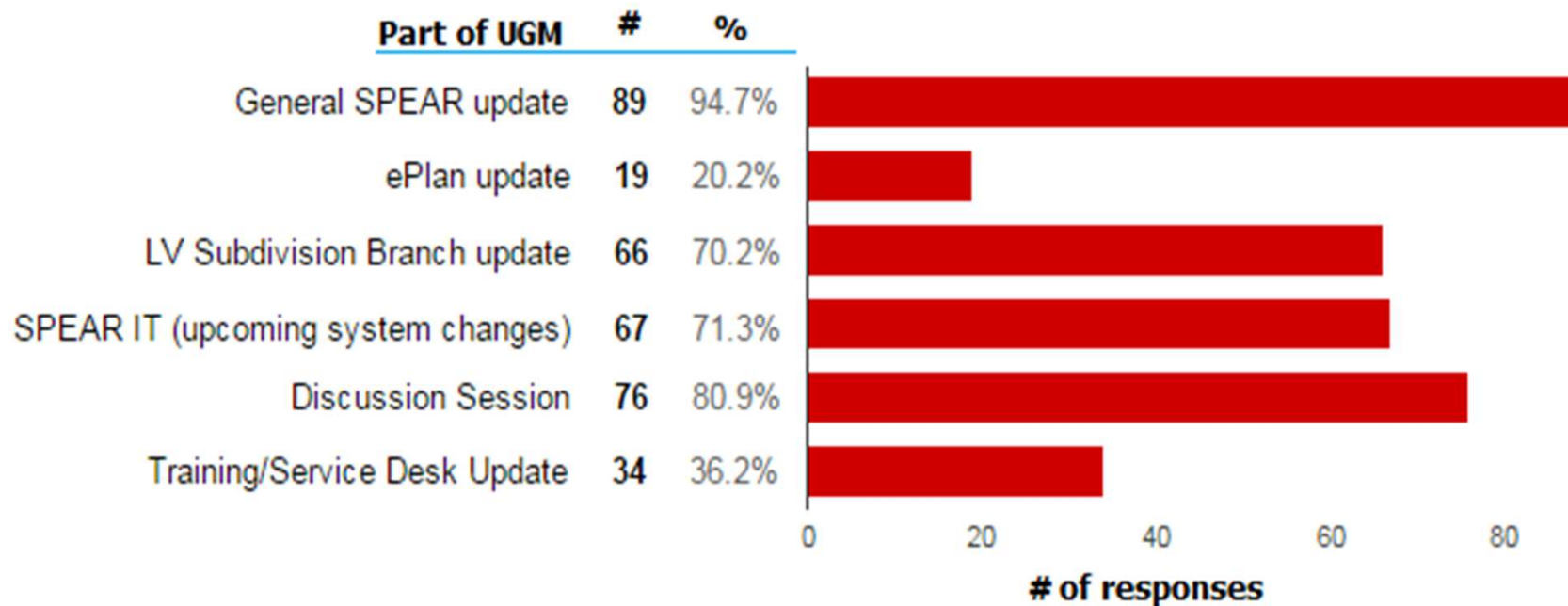
SPEAR User Survey

- Effectiveness of the SPEAR UGMs



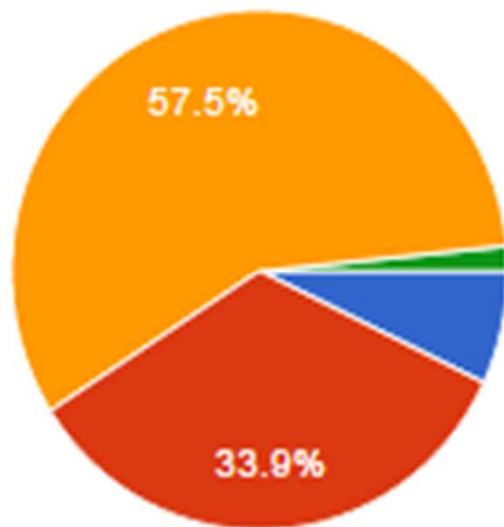
SPEAR User Survey

- Components of the UGMs found to be beneficial



SPEAR User Survey

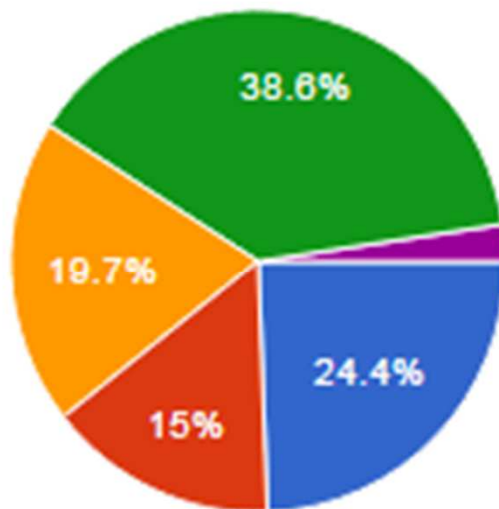
- Where should UGMs be held?



<u>Location/s</u>	<u>#</u>	<u>%</u>
Melbourne only	9	7.1%
Melbourne plus two regions - e.g. Eastern and Western Victoria	43	33.9%
Melbourne plus all four regions	73	57.5%
None	2	1.6%

SPEAR User Survey

- How would you prefer to be advised of upcoming SPEAR system changes?

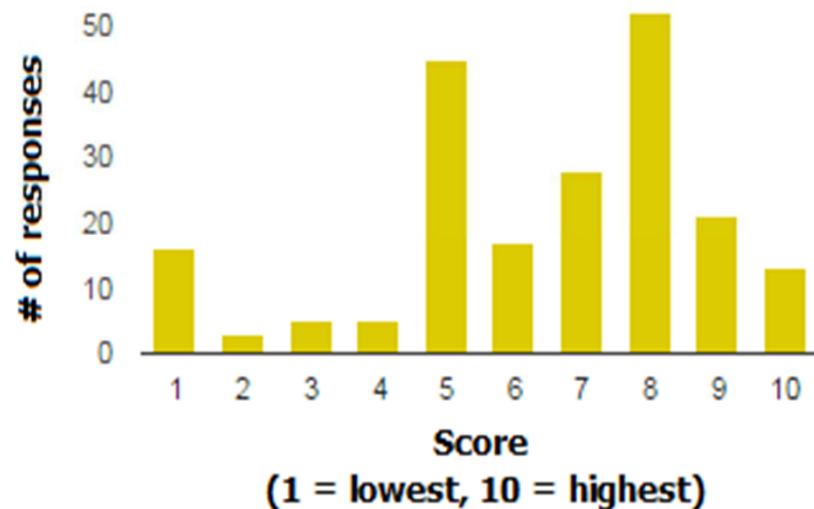


<u>Method</u>	<u>#</u>	<u>%</u>
User Group Meetings	31	24.4%
Release Notes	19	15%
Broadcast message	25	19.7%
Email	49	38.6%
Other	3	2.4%

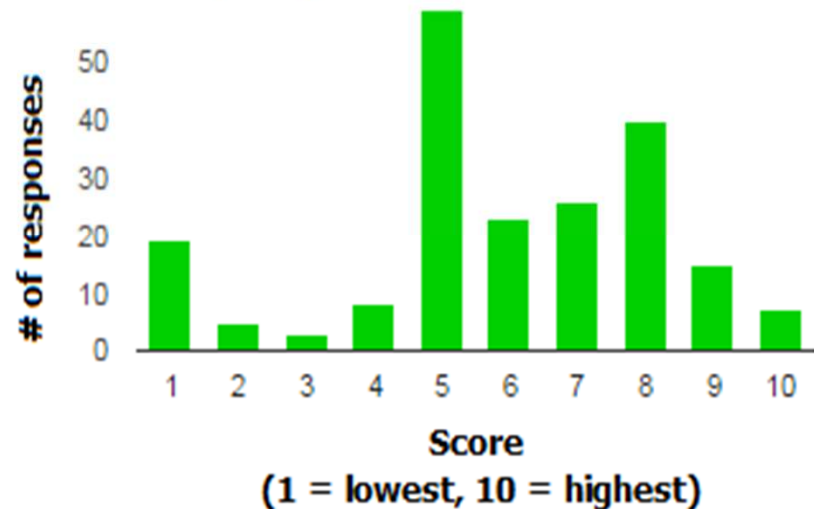
SPEAR User Survey

- How often do you refer to the SPEAR User Guides and Help Pages?

SPEAR User Guides



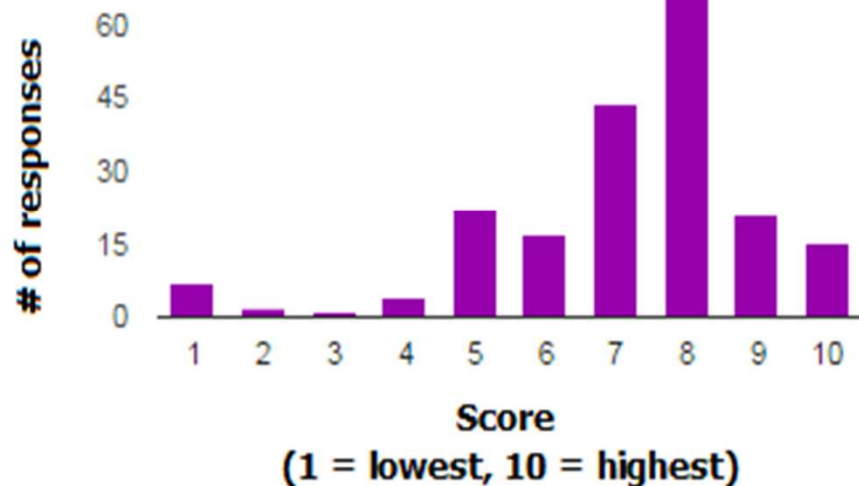
SPEAR Help Pages



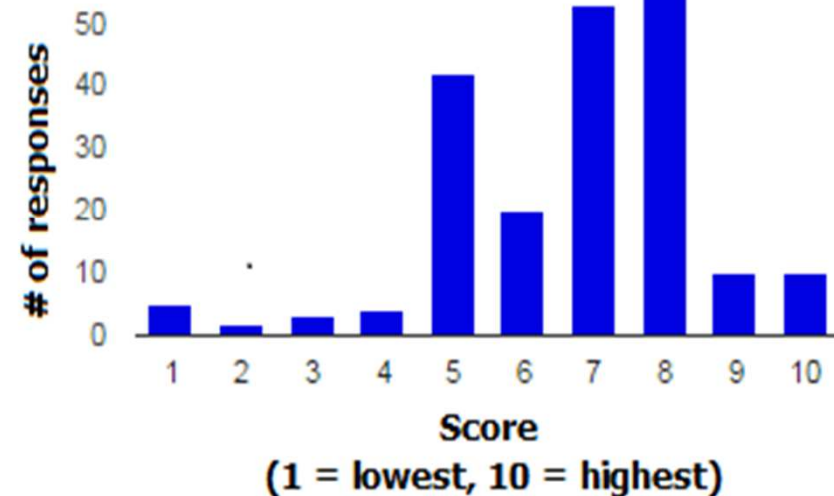
SPEAR User Survey

- How would you rate the usefulness of the SPEAR Release Notes and website content?

SPEAR Release Notes

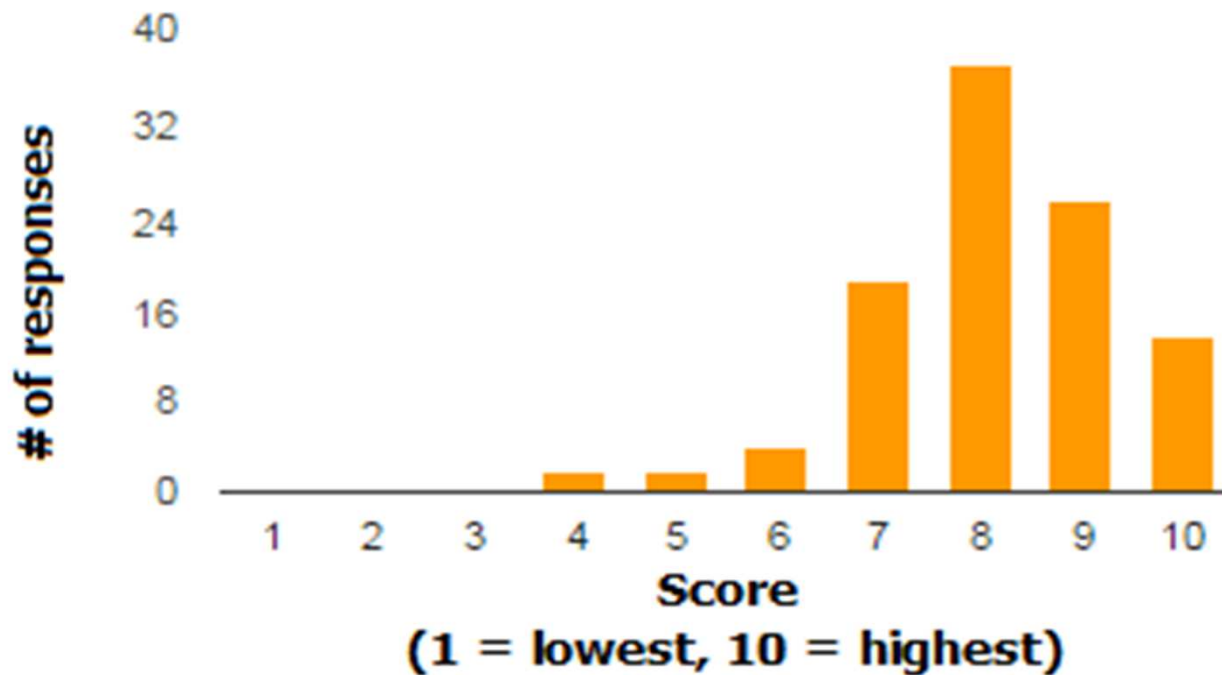


SPEAR website content



SPEAR User Survey

- Effectiveness of the SPEAR training program?



SPEAR User Survey

- Are there any specific topics you would like discussed at the next/future UGMs?
 - Discussion on current and future releases
 - Issues experienced by users (hints / tips)
 - Update from Land Victoria
 - Submitting TLA applications via SPEAR
 - Progress of ePlan
 - Owners Corporation templates
- Have the UGM divided into the respective User Groups (Surveyors, Councils, Referral Authorities)

SPEAR User Survey

- What are the reasons for your rating of the SPEAR User Guides and Help Pages?
 - Documentation is not often referred to
 - Users found the SPEAR Service Desk team to be most helpful and supportive
 - If referred to, documentation is easy to read
 - User Guides are more helpful than Help Pages
 - Experienced users generally find SPEAR user friendly

SPEAR User Survey

- Some respondents indicated they would like to discuss their feedback. The SPEAR team will be in contact with them shortly.
- Feedback will also be sought through the SPEAR Enhancement Programs

SPEAR Enhancement Program

SPEAR Enhancement Program

- The SPEAR Enhancement Program is a workshop held at your office
- The aims of the program are:
 - Improve your organisation's use and knowledge of SPEAR
 - Improve the SPEAR training program
- Opportunity to provide feedback on the SPEAR system

SPEAR Enhancement Program

- SPEAR Enhancement program for councils
 - Continuing in 2016
 - 35 councils have participated so far
 - 3 sessions remaining in round 4
 - EOI for round 5 to be sent out later this year
- SPEAR Enhancement program for Applicant Contacts (pilot)
 - 5 pilot organisations across Victoria
 - Commenced in February 2016
 - Further opportunities pending outcome of pilot

Lodging Parties in SPEAR

Lodging Parties in SPEAR

- Version 3 of the Model Participation Rules for electronic conveyancing (MPRs) published September 2015
- Participation Rules for SPEAR based on the MPRs
- Consultation Draft provided to industry bodies in February 2016
- Sign up process and training for pilot Lodging Parties expected mid year
- Pilot to begin with SPEAR Release 4.4 (September 2016)

Lodging Parties in SPEAR

- Applicant Contact has functionality now to nominate whether the lodging party will submit the application forms in paper or electronic
 - This can be done once the council accepts the application
- Only lodging parties participating in the pilot group can be nominated for electronic lodgement
 - List of pilot group will be made available through SPEAR publications and broadcast messages
- Initial phase – Subdivision Act dealings only
 - Sections 22 / 23 / 24A / 26 / 32 / 32A / 32B / 35 / 35(8) and 37
 - NOT section 98CA Conversion plans (TLA)

Lodging Parties in SPEAR

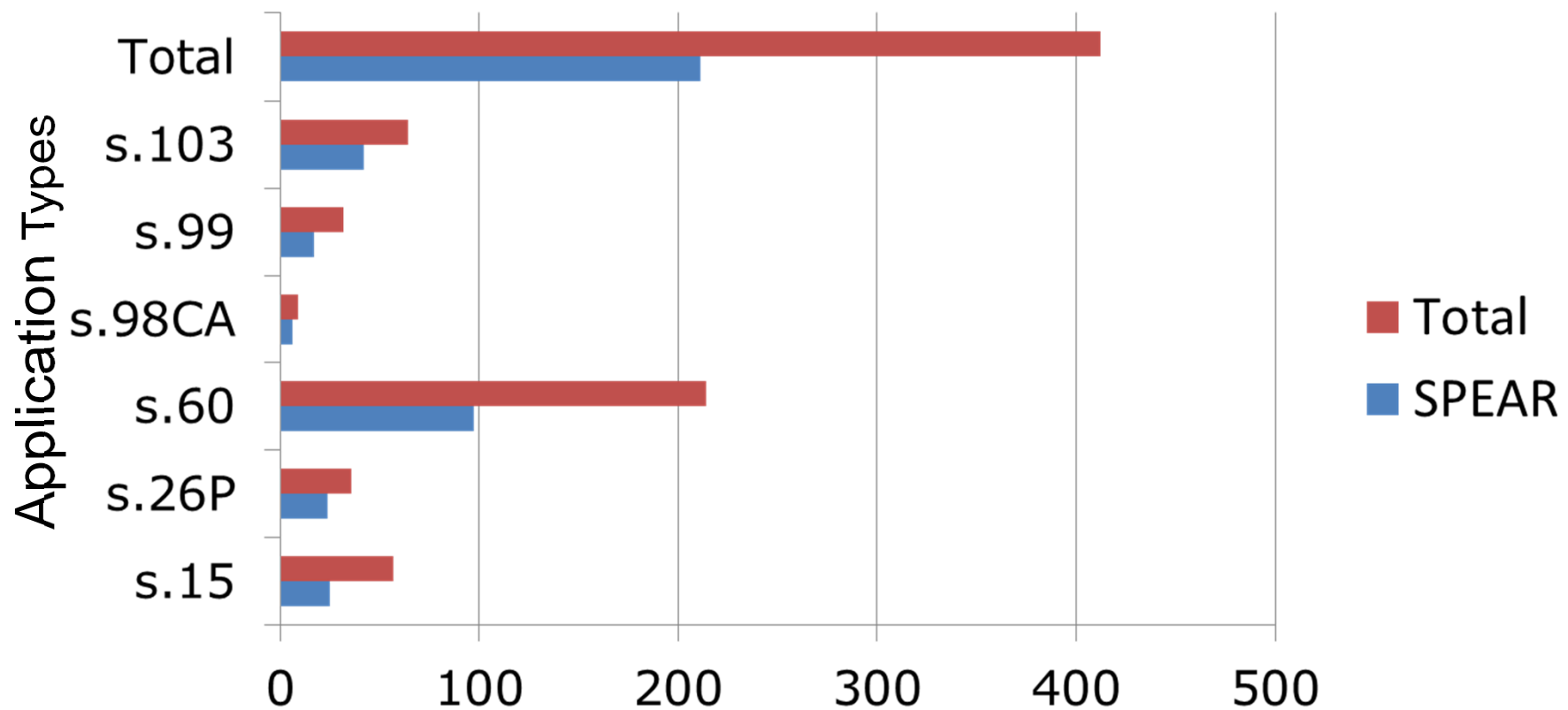
- Eligibility requirements for lodging parties:
 - Must have an ABN (cannot be a trust)
 - Must comply with minimum insurance requirements
 - Must obtain a Digital Certificate on a USB token
- Expected sign-up process:
 - Read SPEAR Electronic Lodgment Network Participation Rules
 - Book appointment with SPEAR
 - Pass verification of identity check
 - Execute SPEAR Subscriber Application Form

Land Victoria Update

Application & Survey Branch

- Provision in SPEAR for the Applicant Contact to submit TLA survey based applications
- Refer to User Guide 1 – Creating an application in SPEAR
 - Section 60 Adverse possession application
 - Section 99 / 103 Amendment application
 - Section 15 Bring land under TLA application
 - Section 26P Deletion of warning as to dimensions
 - Section 98CA Conversion plan
- These applications do not require certification by a Responsible Authority

Application & Survey Branch



Applications lodged in 2015

Application & Survey Branch

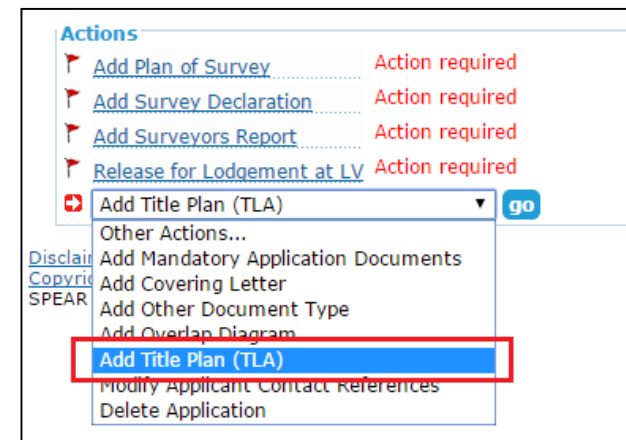
Provision in SPEAR for the Applicant Contact to submit Boundary Plans, including:

- The SA26 application form
 - Applicant must be the current or incoming registered proprietor - (A person intending to subdivide land)
- Payment to Land Victoria by debit / credit / cheque
 - Third party cheques are not acceptable
- In 2015, LV received 123 BPs. Of those, 103 BPs were submitted via SPEAR with 63 applications electronically lodged

Application & Survey Branch

- Provision in SPEAR for the Applicant Contact to submit Title Plans associated with TLA applications

- Optional action 'Add Title Plan (TLA)'
- This will assist APS in processing applications more efficiently



- Future enhancements:

- Lock Title Plan at lodgement and allow Land Victoria to requisition
- SPEAR to watermark TP number and time/date of registration
- SPEAR to send Title Plan to imaging system on registration

Subdivision Branch

- Slowly back to a two week turn around (10 days)
- Was out to 4 weeks - longer if requisitioned
- During LV examination 70% of subdivisions require amendment
- 40% refused at lodgement
 - Title not nominated
 - Incorrect lodgement fees
 - Incorrect OCAI forms
- 98% of subdivisions lodged are through SPEAR

Subdivision Branch

- Efficiency improvements
 - Electronic lodgements will be validated to check
 - Tradability of affected titles
 - Affected titles have been nominated for lodgement
 - The determination of lodgement fees
 - Pre-populating data contained in the OC spreadsheets and the Additional Information forms into the Titles system, creating the new OC Reports
 - Pre-populating data contained in Street Addressing form into the Titles system, creating the newly allocated titles
 - Post registration, street addresses pre-populating to created titles

Subdivision Branch

- SPEAR branding the administrative registration details on the plan
- A Queue Management System (QMS) that will identify method of lodgement
- Electronic lodgements automatically going into the QMS upon acceptance of payment by the lodging party
- Aligning paper and electronic processes to simplify examination workflows

Subdivision Branch

- Licensed surveyor's report template
 - Encouraged to adopt this template when preparing your report
 - Producing a succinct and concise report which identifies the methodology and justification of the re-establishment, including issues identified in the survey
 - This will minimise resources by the examiner to confirm the survey or requisition
 - Avoid delays in registration
- http://www.dtpli.vic.gov.au/property-and-land-titles/land-titles/plans-of-subdivision-and-consolidation#useful_links

ePlan Update

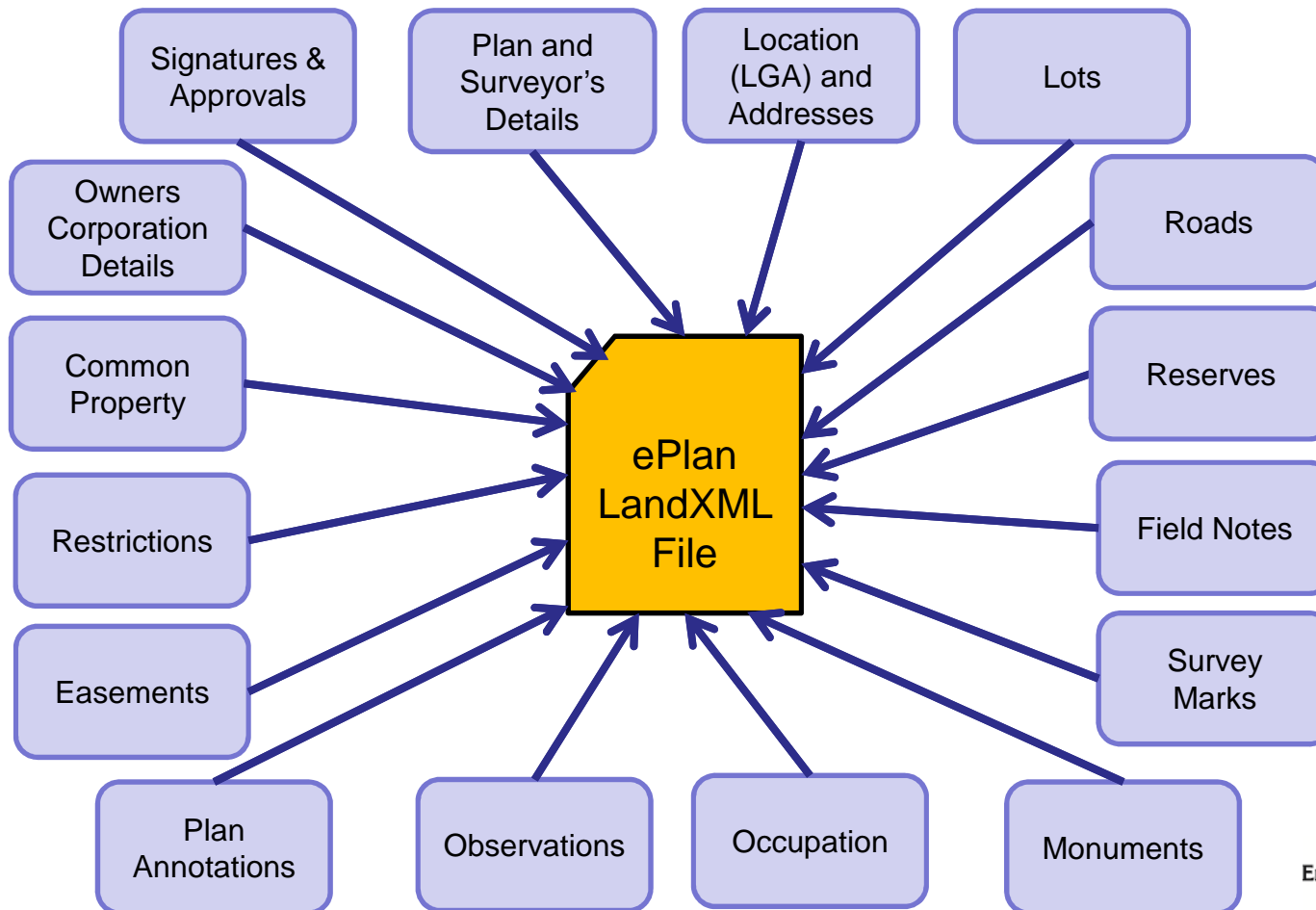
Agenda

- ePlan Implementation Progress
- ePlan Engagement Program Update
- SMEC Case Study Results
- ePlan Visualisation Enhancement Tool
- Discussion

ePlan Implementation Progress

- Since May 2013, ePlans have been able to be lodged in SPEAR instead of the PDF drafted by the surveyor
- ePlan supports Section 22 (Plan of Subdivision/Consolidation), 23, 24A, 32, 32A, 32B, 35, 35(8), 37 (Stage Plan) and text-only plans
- SPEAR validates the ePlan data and creates a PDF
- 48 ePlans submitted from 7 firms since May 2013 with 22 registered

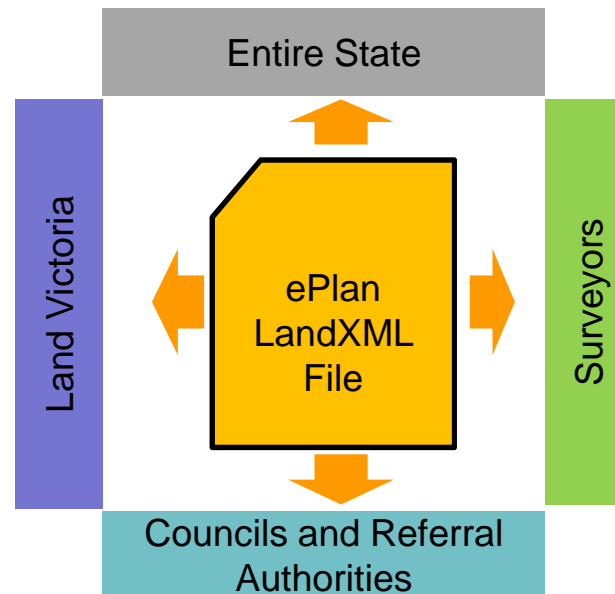
What Can Be Included In An ePlan?



Potential Benefits of ePlan

- Prepares a standard data exchange format for all stakeholders
- Upgrades the spatial accuracy of map base

- Pre-populates the Titling System
- Creates the OC reports and new titles
- Reduces lodgement to registration turnaround time
- Provides the data for digital plan examination



- Provides pre-lodgement checks via Validation Report
- Eliminates the drafting step via Visualisation Service
- Eliminates the duplication of drawing files by storing all required data in Computed Plan
- Speeds up the application creation process in SPEAR
- Saves time in constructing the subsequent surveys
- Auto-generates the Surveyor's Report

- Populates the Created Parcel Names for Street Addressing
- Provides input for creating parcels databases (lots, roads, reserves, easements, restrictions)

Software Vendors Progress

- At present, there are 2 fully functional ePlan-enabled surveying software packages:
 - LISCAD
 - GeoCivil/ePSALON
- New vendors:
 - Civil Survey Solutions (**AutoCAD Civil3D Stringer ePlan**)
 - 12d Solutions (**12d Model**)
 - Topcon Positioning Systems (**CivilCad**)

ePlan Engagement Program

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

ePlan Engagement Program

- Workshops:



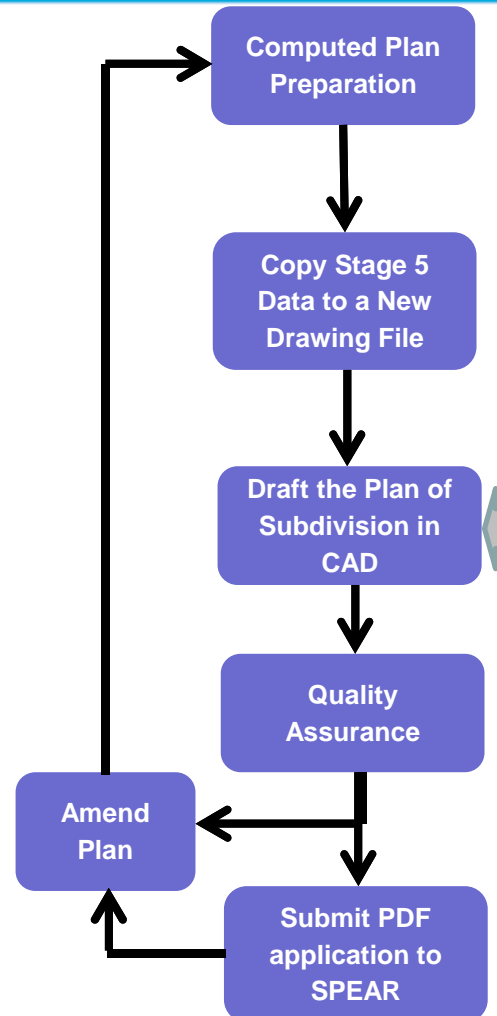
- ePlan team will provide a case study investigation from data provided by the respective firms
- Next step: Continue engagement with surveying firms and to extend the engagement program to councils

SMEC ePlan Case Study

- The aim was to align ePlan with SMEC's current business practices and product quality
- The ePlan team received a copy of a [large estate computed plan of Laurimar](#) from SMEC
- AutoCAD Civil3D Stringer ePlan application was used to convert one of the stages of the computed plan to an ePlan

SMEC ePlan Case Study

PDF creation - PS640838T

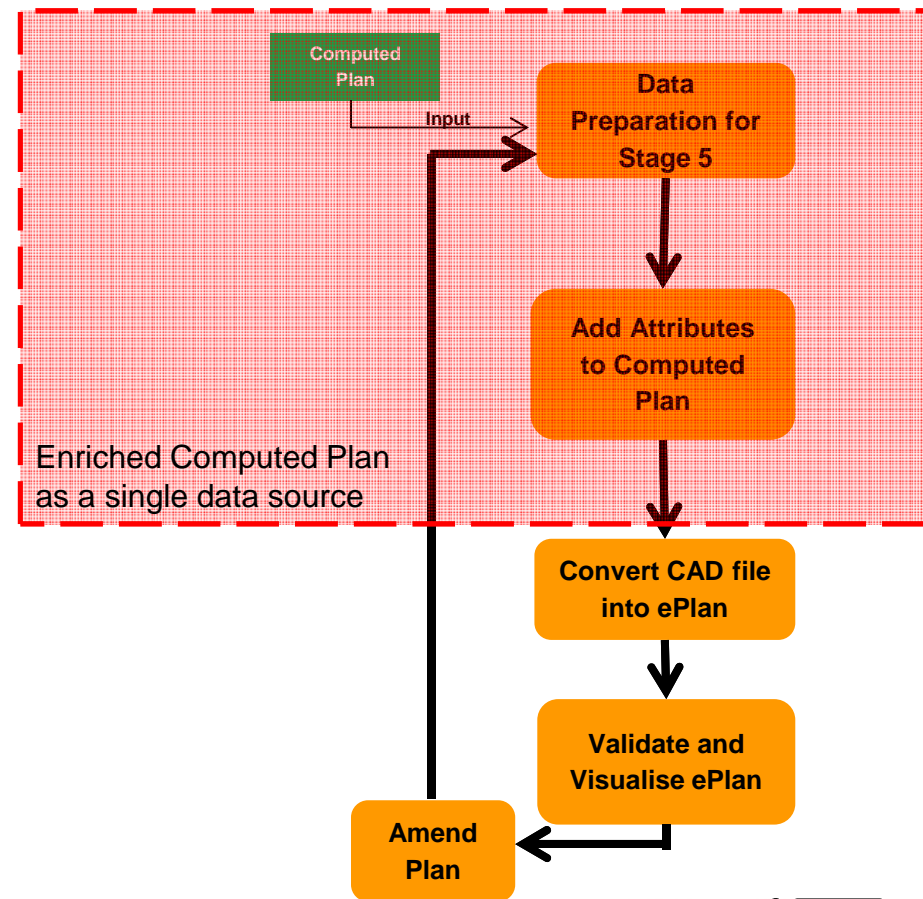
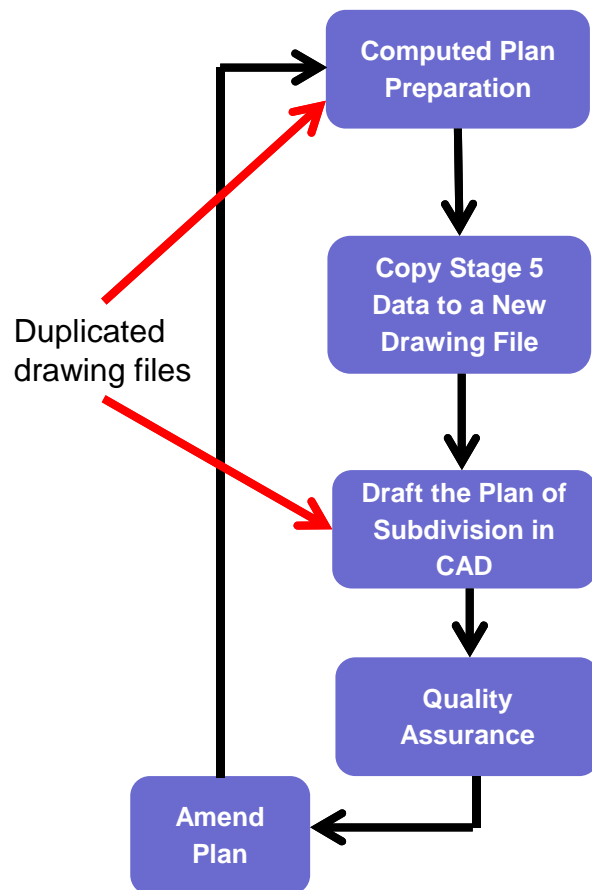


- Use the relevant plan template
- Define sheets and scales
- Add front sheet details
- Add easements
- Add road connections
- Add Owners Corporation Details
- Add Restriction details
- Add enlargement diagrams

SMEC ePlan Case Study **Demo**

SMEC ePlan Case Study

PDF vs ePlan creation



ePlan Visualisation Enhancement Tool

- A new tool for surveyors to:
 - define sheets
 - define exaggerations by distorting points
 - create enlargement diagrams
 - adjust labels and arrows
- Further functions can be considered in the development of the tool through consultation with the industry

ePlan Visualisation Enhancement Tool Demo

Discussion

SPEAR IT

PE List

- Discussion on priorities
- Issues raised by users

Releases

Next release:

- Release 4.3 – 1 April 2016

Future releases (current schedule):

- Release 4.4 – September 2016
- Release 4.5 – April 2017

Release 4.3: Application File Note

- Notes are entered by users as text and displayed in a log format in an application
- Notes can be viewed by everyone within that organisation

Return to Application List | View Document Rules | Settings | Contact Us | Help | Logout

24 INGLIS ROAD, BERWICK VIC 3806, 26-30 ...
GRZ, HO
Casey City Council
Certification
Dealing Type: Section 37 (Subdivision - ...
Application Status: Lodged with Responsible Authority
References: **SPEAR Ref # - S080263S**

Planning & Subdivision Applications Online Adam Ronaldo
(Applicant Contact, Lodging Party, Administrator)
(Signing User)
Current User Role: Applicant Contact / Oberon Surveys Pty Ltd

SPEAR

Summary Details Contacts Guests

Map View Notes

Email / Download Documents View activity log Watch

printable version and download

Add Note

test Note

add

Notes Log

Date	User	Note	
25/02/2016 08:14:00 AM	Adam Ronaldo	EnergyRA have now consented in SPEAR. Admin, can you please get in touch with the client and advise them that SOC isn't far away, they'll need to notify us of their lodging party. thanks :)	delete
25/02/2016 08:12:06 AM	Adam Ronaldo	Have spoken to the EnergyRA who confirmed that their requirements have now been satisfied, they are waiting for the team lead to sign off on the consent. Will notify the client this afternoon.	delete
25/02/2016 08:10:07 AM	Adam Ronaldo	Adding a TEST file note to an application	delete


Release 4.3: Application File Note

- An icon is displayed when another user within the organisation has added a new note
- For responsible authorities with internal referral authorities, both the responsible authority and internal referral authority users can view the notes

Return to Application List | View Document Rules | Settings | Contact Us | Help | Logout





24 INGLIS ROAD, BERWICK VIC 3806, 26-30 ...
GRZ, HO
Casey City Council
Certification
Dealing Type: Section 37 (Subdivision - ...
Application Status: Lodged with Responsible Authority
References: SPEAR Ref # - S080263S


Planning & Subdivision Applications Online
SPEAR
Luna Lovegood
(Applicant Contact)
(Signing User)
Current User Role: Applicant Contact / Oberon Surveys Pty Ltd

Summary | Details | Contacts | Guests | Map View | **Notes** 

Email / Download Documents | View activity log | Watch

▼ Applicant Contact - Oberon Surveys Pty Ltd has no actions required (hide)

 Area Schedule (01/02/2016 09:43 am, Number of Pages: 8)	Supplied	01/02/2016	Modify <input type="text"/>	<input type="button" value="go"/>
 Application for Certification	Supplied	17/02/2016	Modify <input type="text"/>	<input type="button" value="go"/>
 Planning Property Report (17/02/2016 08:51 am)	Retrieved	17/02/2016		
 Plan of Subdivision (Number of Pages: 1, Surveyor's Plan Version: 2)	Digitally Signed	17/02/2016	Modify <input type="text"/>	<input type="button" value="go"/>



Release 4.3: Signing Process

- The new signing process no longer uses the Java browser plugin
- Users will be prompted to download a single-use signing file and run it locally on their computer, at the time of signing
- This ensures that signing works in all browsers
- Should reduce the number of Java-related issues experienced by users

Release 4.3: Supplementary Abstract of Field Records

- Supplementary Abstracts of Field Records (SAFR) will now receive the same watermarks as the Abstract of Field Records
 - Applicant Contacts will need to specify the Date of Survey
 - The question 'Do you require SPEAR to watermark the Certification by Surveyor panel? (Select 'No' if you are using an older template)' will also be displayed

Release 4.3: Supplementary Abstract of Field Records

- In accordance with requirements under the *Surveying (Cadastral Surveys) Regulations 2015*, the due date for SAFRs has been extended to 45 days after the completion of works.
- Existing email reminders will take into account the revised legislated time frames.

Release 4.3: s.57C referrals

- SPEAR will ensure that the first planning permit referral to each authority is a s.55 referral, regardless of whether the application (including plan) has been amended
- s.57C referrals will only apply if the referral authority had been previously referred to by council under s.55 and the application has been amended

Release 4.3: ePlan

- Add support for displaying ePlan labels within LASSI-SPEAR
 - SPEAR to advise LASSI-SPEAR when an ePlan Application has reached the status of 'Registered at Land Victoria'
 - Survey labels that have associated ePlans will be marked with an 'e' on the map base and on the document download tab
- The ability for Applicant Contacts to submit Boundary Plans in ePlan format

Release 4.3: ePlan

- ePlan validation and schema changes:
 - Introduction of Boundary Plans
 - Validation to aid the pre-lodgement checking and examination processes at Land Victoria
- A notification to the ePlan team when a new ePlan has been created so they can assist with any issues

Release 4.3: ePlan

- Removal of the 'Plan with Survey' option from the ePlan services, as the functionality is not fully supported in SPEAR at this time
- A link to the Data Viewer on the Lodgement screen to allow plan examiners to access it more easily

Release 4.3: A2A

- New council web service which will allow council to:
 - Accept or reject an application
 - Add reference numbers
 - Assign the designated contact person
 - Set the VicSmart status of the application
- New Referral Authority web service which will allow the Referral Authority to:
 - Retrieve the response document they have just provided without having to perform a new search on the application

Release 4.4 – September 2016

- 'Unregistered' disclaimer to be applied to ePlans visualised outside of a SPEAR application
- Allow requisitioned surveyors to modify a new plan version (ie: to correct watermarks) before submitting the plan to LV
 - Currently, the plan document is 'locked' once it is signed, which means that any further changes require a new requisition from LV

Release 4.4 – September 2016

SPEAR Lodging Parties:

- Check that titles are electronically tradable
- Electronic instruments (data) to replace PDFs
- Ensure titles have been nominated prior to lodgement
- Fee calculation
- Lodgement validation and automated electronic lodgement into VOTS
- Storage of electronic instruments and retrieval post-registration

Release 4.5 – March/April 2017

Notification improvements:

- Notify requester once a 'Notify For Authentication' request has been actioned
- Designated Contact to receive email notification when nominated
- Provide notification of key milestones to guests
- Notify users when an application is rejected at LV
- Notify Applicant Contacts and Lodging Parties 12 months before certification expires
- Improve email notifications to Referral Authorities

Release 4.5 – March/April 2017

- Improve the collection and supply of Digital Survey Geometry files to VicMap
- Make applicant phone number mandatory on the planning permit application form
- Don't require the 'Applicant' details when creating a Boundary Plan application
- Improve the 'Release for Lodgement' workflow associated with a re-certification

Release 4.5 – March/April 2017

- Allow council to reinstate a withdrawn or lapsed application
- Allow deleted applications to still be accessible by the SPEAR Service Desk
- Enhancements to SOC and amended plan watermarking
- Include addresses in periodic title allocations spreadsheets
- Allow request new document version before endorsement

Release 4.5 – March/April 2017

- Allow users to access broadcast messages after they have been acknowledged
- A2A useability and support improvements
- Allow PDFs to be viewed directly in SPEAR

ePlan Enhancements:

- Develop a visualisation enhancement tool for ePlans
- Allow surveyors to upload Compiled Plans in ePlan format

Morning Tea

Discussion – Group Session

Surveyor's Reports in SPEAR

- Proposal to provide in SPEAR a form template that enables surveyors to prepare their surveyor's reports
- In delivering this enhancement, we would consult with surveyors and LV in developing this form and to establish the requirements
- Benefits include consistency in reports and pre-populating data already provided by the surveyor in SPEAR

Surveyors Reports in SPEAR

- What can be pre-populated?
 - Plan/application number
 - Surveyor name
 - Surveyor's reference
 - Purpose of application
 - Crown description
 - Municipality
 - Affected titles
 - Dropdown list to pre-defined statements / responses
 - Equipment calibration (data could be stored in SPEAR)

Owners Corporation Schedules

Owners Corporation Schedules can be generated by uploading a spreadsheet to SPEAR

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	OWNERS CORPORATION SCHEDULE										PS654321A				
2	Owners Corporation No. 1						Plan No. PS654321A								
3	Land affected by Owners Corporation						Lots: ALL OF THE LOTS IN THE TABLE BELOW								
4	Common Property No.: 1														
5	Limitations of Owners Corporation:						UNLIMITED								
7	Notations														
8	NIL														
10											Totals				
												Entitlement	Liability		
											This schedule	80	80		
											Previous stages	0	0		
											Overall Total	80	80		
18	Lot Entitlement and Lot Liability														
19	Lot	Entitlement	Liability	Lot	Entitlement	Liability	Lot	Entitlement	Liability	Lot	Entitlement	Liability			
20	1	10	10												
21	2	10	10												
22	3	10	10												
23	4	10	10												
24	5	10	10												
25	6	10	10												
26	7	10	10												
27	8	10	10												
28															
29															
30															

- Applicant Contacts can complete the OC Schedule spreadsheet template

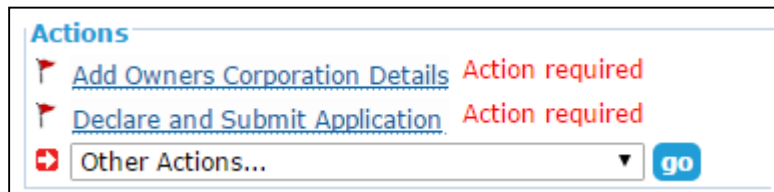
Owners Corporation Schedules

- This is designed to look like an OC Schedule. It can be printed and provided to the client, if required

OWNERS CORPORATION SCHEDULE									PS654321A																	
Owners Corporation No. 1						Plan No. PS654321A																				
Land affected by Owners Corporation						Lots: ALL OF THE LOTS IN THE TABLE BELOW																				
						Common Property No.: 1																				
Limitations of Owners Corporation: UNLIMITED																										
Notations NIL																										
<table border="1"> <thead> <tr> <th colspan="3">Totals</th> </tr> <tr> <th></th> <th>Entitlement</th> <th>Liability</th> </tr> </thead> <tbody> <tr> <td>This schedule</td> <td>80</td> <td>80</td> </tr> <tr> <td>Previous stages</td> <td>0</td> <td>0</td> </tr> <tr> <td>Overall Total</td> <td>80</td> <td>80</td> </tr> </tbody> </table>												Totals				Entitlement	Liability	This schedule	80	80	Previous stages	0	0	Overall Total	80	80
Totals																										
	Entitlement	Liability																								
This schedule	80	80																								
Previous stages	0	0																								
Overall Total	80	80																								
Lot Entitlement and Lot Liability																										
Lot	Entitlement	Liability	Lot	Entitlement	Liability	Lot	Entitlement	Liability	Lot	Entitlement	Liability															
1	10	10																								
2	10	10																								
3	10	10																								
4	10	10																								
5	10	10																								
6	10	10																								
7	10	10																								
8	10	10																								

Owners Corporation Schedules

- There is an action to 'Add Owners Corporation Details'



- This action won't appear if the dealing type cannot create or amend an Owners Corporation

Owners Corporation Schedules

- Upload the spreadsheet to SPEAR

Add Owners Corporation Details

Please indicate below whether an Owners Corporation schedule is required for this plan [Download Owners Corporation Schedule template](#)

An Owners Corporation schedule is required

An Owners Corporation data has already been included as part of the attached Plan of Subdivision

An Owners Corporation schedule is not required

Attach Owners Corporation Schedule

Attach file (XLSX, Max file size 10240 KB)

No file chosen

Owners Corporation Schedules

- Add Additional Information regarding the purpose, allocation and additional functions/obligations

Owners Corporation Details

The purposes of the Owners Corporation are: *

Section 27B(2) Subdivision Act 1988

The purpose of the Owners Corporation is to manage the land affected by the Owners Corporation (except the use of any common property affected by a Limited Owners Corporation).

The basis for the allocation of lot entitlement and lot liability is: *

Section 27F(2)(a) Subdivision Act 1988

Value ▼

In determining the lot entitlement, regard has been had to the value of each lot and the proportion that value bears to the total values of lots affected by the Owners Corporation. In determining the lot liability, regard has been had to the amount that is just and equitable for the owner of each lot to contribute towards the administrative and general expenses of the Owners Corporation.

Additional functions or obligations that are to be carried out or complied with by the unlimited Owners Corporation are: *

Section 27C(4) Subdivision Act 1988

- Not applicable
- Functions or obligations

Owners Corporation Schedules

Owners Corporation postal address for service of notices

Select Address *
Enter new address ▼

Address Type *
 Australian Street Address
 Overseas Address

Property Name

Unit Type ▼ Unit No. [add range](#)

Floor Type ▼ Floor No.

Road No. [add range](#)

Road Name * Road Type * Road Suffix

Locality * State * Postcode *

- Add the address for service of notices
- The same address can be reused for multiple OCs on the same plan

Owners Corporation Schedules

- SPEAR will generate the schedule and attach it to the plan PDF for certification
- The plan is digitally signed
- The OC Additional Information (not signed) will be provided to the lodging party:
 - In SPEAR for electronic lodgement
 - As an interactive PDF form for paper lodgement
- The OC Schedule data will be provided to VOTS upon lodgement at Land Victoria
- For relevant dealing types, SPEAR will strip the OC Schedule before imaging

Owners Corporation Schedules

Benefits:

- No need to separately draft the OC Schedule
- Lot entitlement and liability data will be validated
- Land Victoria process improvements:
 - Pre-population of data in VOTS means quicker registration of large or multiple OC plans
 - Eliminates the possibility of typo errors
 - No need to manually strip OC Schedule before imaging
- Standard of additional information will be higher:
 - Less refusals at plan acceptance due to incorrect OCAI information

Owners Corporation Schedules

Implementation:

- Became available November 2015
- Applicant Contacts are encouraged to begin using the spreadsheet as soon as possible
- Option to indicate schedule already included in PDF - this is a transitional arrangement (until 2017)

Owners Corporation Schedules

- 234 OC schedule spreadsheets have been supplied in SPEAR
- This equates to 32% of OC schedules
- Note: OCAI data is not digitally signed by the surveyor, it is passed on to the lodging party

New Email Notifications

- Notify requester once a 'Notify For Authentication' request has been actioned

The screenshot displays a web application interface with a navigation bar at the top containing tabs for Summary, Details, Contacts, Guests, Map View, and Notes. To the right of the tabs are links for Email / Download Documents, View activity log, and Watch. Below the navigation bar, a section titled 'Applicant Contact - Oberon Surveys Pty Ltd has actions required (hide)' contains a list of actions. Each action row includes a document icon, a description, a status, a date, and a 'Modify' dropdown menu with a 'go' button. The 'Notify for Authentication' action, dated 29/02/2016, is highlighted with a red box. Below the list is an 'Actions' section with a dropdown menu set to 'Other Actions...' and a 'go' button.

Action	Status	Date	Options
Application for Certification	Supplied	17/02/2016	Modify go
Planning Property Report (17/02/2016 08:51 am)	Retrieved	17/02/2016	
Plan of Subdivision (Number of Pages: 1, Surveyor's Plan Version: 2)	Digitally Signed	17/02/2016	Modify go
Owners Corporation Details (17/02/2016 09:50 am, Owners Corporation Schedule not required)	Supplied	17/02/2016	Modify go
Copy of Title (Vol/Fol: 6022.304)	Supplied	17/02/2016	Modify go
Supplementary Abstract of Field Records (SAFR) Declaration (17/02/2016 09:52 am, Completion of Works Date: 21/02/2016)	Supplied	17/02/2016	Modify go
Submit Application	Performed	17/02/2016	
Abstract of Field Records (Date of Survey: 09/02/2016, PCM/PM not located in Survey)	Not Authenticated	29/02/2016	Notify for Authentication go

New Email Notifications

- Designated Contact to receive email notification when nominated

Enter Responsible Authority Reference Numbers

* Indicates a mandatory field

Enter Casey City Council internal reference number relevant to this application.

Reference Number 1	<input type="text" value="PP-121"/>
Reference Number 2	<input type="text" value="Cert1-23"/> (Optional)
Designated Contact*	<input type="text" value="Bruce Council"/>

[ok](#) [cancel](#)

New Email Notifications

- Provide notification of key milestones to guests
 - Planning Permit Decision
 - Certification Decision
 - Statement of Compliance Decision
 - Release for Lodgement
 - Lodged at Land Victoria
 - Registered at Land Victoria

New Email Notifications

- Notify Applicant Contacts and Lodging Parties 12 months before certification expires
 - 12 months (new)
 - 6 months
 - 3 months
 - 1 month
 - on expiry
- Notify users when an application is Rejected at LV

New Email Notifications

- Improve email notifications to Referral Authorities
 - Cease email notifications to RAs that have indicated 'No referral required'
 - Consider outstanding Requests for Further Information (RFIs) when sending out reminders to RAs to respond at 21 days
 - Consider outstanding RFIs when sending out reminders to council to refer at 7 days

Endorsement of engineering plans

- Council or a Referral Authority can require an Engineering Plan under s.15 of the *Subdivision Act 1988*
- Approval required within 30 days, however amendments can be requested or the plan can be refused
- Should this be available in SPEAR?
 - Who requests it?
 - Who approves it? Which area of council?
 - Form of Endorsement?

Telecommunication agreements

- Suggestions from prior UGMs:
 - Council to indicate a telecommunications agreement is required
 - Applicant Contact to supply telecommunications agreement prior to SOC
 - Applicant Contact required to provide written confirmation that all lots are connected and fibre ready facilities are installed (where required)
 - Council to have ability to accept/reject agreement

Discussion

Advertising outside of SPEAR

- Allow council to indicate advertising completed outside of SPEAR
 - Advertising milestone displayed on public search
 - Documents not visible on public search
 - Council to enter closing date of advertising period?

Application Overview	
Applicant Contact	Gary Chisholm (Beveridge Williams & Co Pty Ltd - Leongatha)
Property Address	216 NELSON STREET, BALLARAT EAST VIC 3350
Responsible Authority	Ballarat City Council
Application Type	Planning Permit for a Subdivision
Proposal Type	2 lots
Submitted	24/08/2015
Intended use	TWO LOT SUBDIVISION GENERALLY IN ACCORDANCE WITH THE PLAN SUBMITTED; AND ANCILLARY DEMOLITION OF TW more...

Actions	
<input type="checkbox"/>	Lodge an online objection (Registered users only)
<input type="checkbox"/>	Unregistered users - register here first before lodging an online objection

Milestones		Advertised
<input checked="" type="checkbox"/>	Application Submission	24/08/2015
<input checked="" type="checkbox"/>	Referral	For Comment
<input checked="" type="checkbox"/>	Advertising Commenced	01/09/2015
<input type="checkbox"/>	Planning Permit	Not Issued

Enhancements to 'Manage Conditions'

- Feedback has been received on the 'Manage Conditions' functionality
- Four main areas
 - Adding comments
 - Ticking off conditions
 - Email notifications
 - Referral Authority conditions

Enhancements to 'Manage Conditions'

- Adding comments

Manage Conditions					
Ref	Summary	Type	Satisfied	Most Recent Comment	
1	Amended plans	Cert	No		details & edit delete
2	Telecommunications Agreement	Cert	No		details & edit delete
4	s.173 Agreement	SOC	No		details & edit delete
5	Public Open Space contribution	SOC	No		details & edit delete

[add a standard condition](#) [create a new condition](#)

Confirm Conditions	
<input type="checkbox"/>	Confirm all conditions for Certification satisfied
<input type="checkbox"/>	Confirm all conditions for SOC satisfied

Reminder: You must have password level authentication or higher in order to confirm that all conditions have been satisfied.

[save](#) [cancel](#)

Enhancements to 'Manage Conditions'

Manage Conditions

* Indicates a mandatory field

Type *
Cert ▼

Ref * **Summary ***
1 Amended plans

Details
Amended Plan for Endorsement to be supplied prior to Certification.

Comments Log

Date	Who	Satisfied	Comments
		Satisfied Yes ▼	Comment Supplied 1/03/2016.

[add](#) [cancel](#)

Enhancements to 'Manage Conditions'

Manage Conditions					
Ref	Summary	Type	Satisfied	Most Recent Comment	
1	Amended plans	Cert	Yes	01/03/2016 10:51 AM Casey City Council Supplied 1/03/2016.	details & edit delete
2	Telecommunications Agreement	Cert	No		details & edit delete
4	s.173 Agreement	SOC	No		details & edit delete
5	Public Open Space contribution	SOC	No		details & edit delete

[add a standard condition](#) [create a new condition](#)

Confirm Conditions	
<input type="checkbox"/>	Confirm all conditions for Certification satisfied
<input type="checkbox"/>	Confirm all conditions for SOC satisfied

Reminder: You must have password level authentication or higher in order to confirm that all conditions have been satisfied.

[save](#) [cancel](#)

Enhancements to 'Manage Conditions'

- Ticking off conditions

Manage Conditions					
Ref	Summary	Type	Satisfied	Most Recent Comment	
1	Amended plans	Cert	Yes	01/03/2016 10:56 AM Casey City Council Plan endorsed 2/03/2016	details & edit delete
2	Telecommunications Agreement	Cert	Yes	01/03/2016 10:55 AM Casey City Council Supplied 27/01/2016.	details & edit delete
4	s.173 Agreement	SOC	Yes	01/03/2016 10:57 AM Oberon Surveys Pty Ltd s.173 registered at LV - Dealing number AJ987654W.	details & edit delete
5	Public Open Space contribution	SOC	Yes	01/03/2016 10:56 AM Casey City Council Confirm paid on 29/02/2016.	details & edit delete

[add a standard condition](#) [create a new condition](#)

Confirm Conditions	
<input checked="" type="checkbox"/>	Confirm all conditions for Certification satisfied
<input checked="" type="checkbox"/>	Confirm all conditions for SOC satisfied

Reminder: You must have password level authentication or higher in order to confirm that all conditions have been satisfied.

[save](#) [cancel](#)

Enhancements to 'Manage Conditions'

- Email notifications
 - Currently sent to all Referral Authorities – are these required?
- Referral Authority conditions
 - Conditions are signed off using existing referral process
 - File notes can be used to manage individual conditions internally
- Other issues?

Payments to Referral Authorities

- SPEAR Payments currently allows Applicant Contacts to make payment to councils
- Are Referral Authorities interested in being able to accept payments through SPEAR?
 - Payments are processed through Westpac, but a Westpac bank account is not required
 - A daily report listing the payments for the previous day will be available
 - The SPEAR reference number will be included against each payment

User Issues

Signing Process (Internet Explorer 11)

- Click to sign document

<input checked="" type="checkbox"/> Submit Application	Performed	18/02/2016	
<input type="checkbox"/> Plan of Creation of Easement (Number of Pages: 3, Surveyor's Plan Version: 1)	Not Authenticated	19/02/2016	Authenticate - Sign <input type="button" value="go"/>

Sign Document(s)

To validate the authenticity of the following document(s) please select "sign".

- Plan of Subdivision or Consolidation (Number of Pages: 3, Surveyor's Plan Version: 1)

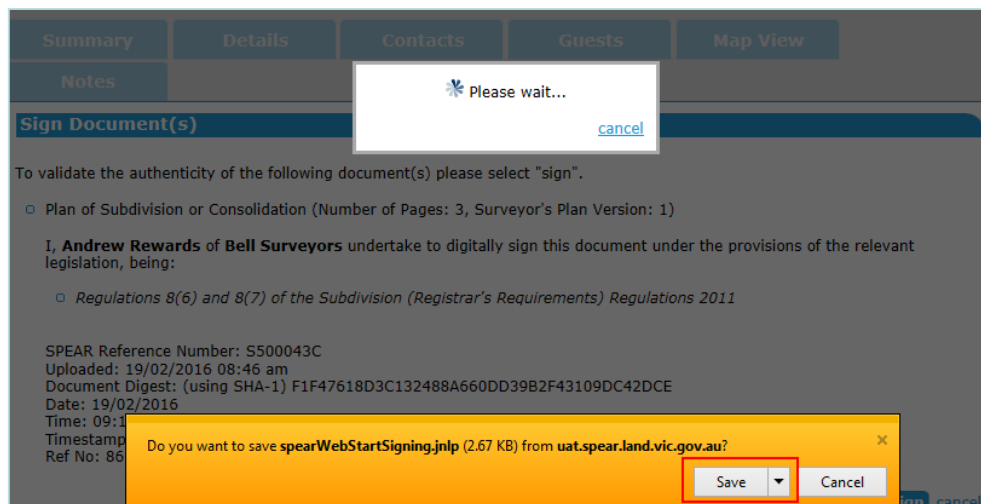
I, **Andrew Rewards** of **Bell Surveyors** undertake to digitally sign this document under the provisions of the relevant legislation, being:

- Regulations 8(6) and 8(7) of the Subdivision (Registrar's Requirements) Regulations 2011*

SPEAR Reference Number: S500043C
Uploaded: 19/02/2016 08:46 am
Document Digest: (using SHA-1) F1F47618D3C132488A660DD39B2F43109DC42DCE
Date: 19/02/2016
Time: 09:15
Timestamp: 2016021909153833
Ref No: 86244

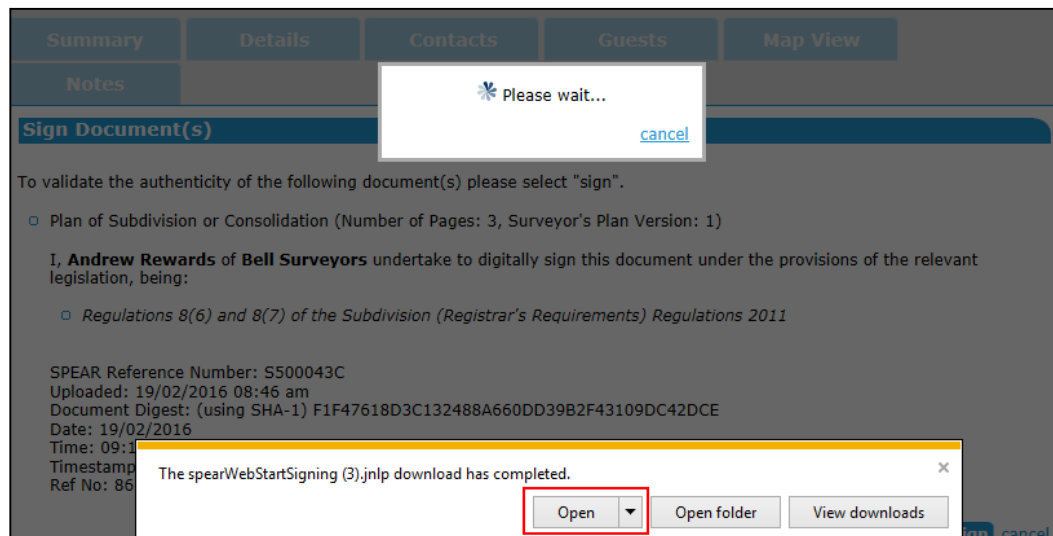
Signing Process (Internet Explorer 11)

- A single-use signing file is downloaded
- This can be saved anywhere



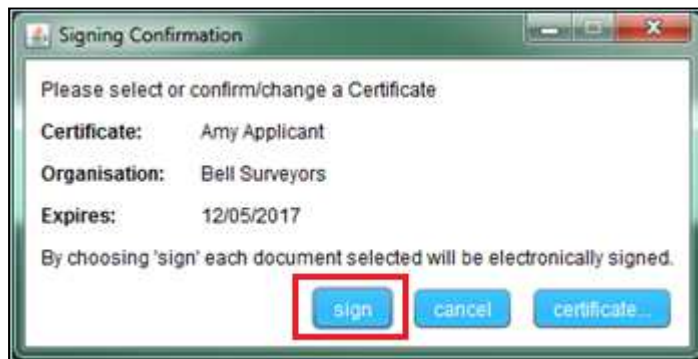
Signing Process (Internet Explorer 11)

- Open the file
- Java will run on your computer



Signing Process (Internet Explorer 11)

- The rest of the process is unchanged



- Once successfully signed, the single-use signing file can be deleted

SPEAR email notifications

- SPEAR email notifications are currently sent from spear@landexchange.vic.gov.au
- From Release 4.3 in April, this will be changing to spear.info@delwp.vic.gov.au
- Any users with email rules will need to ensure they are updated to reflect the new email address on April 4

Referral responses

- Some Referral Authorities have submitted Requests for Further Information or requests for plan amendment as 'Other Document Type'
- These should be done as part of the RA Response in SPEAR
- Click on the action 'Add RA Response'



Actions

[Add RA Response \(Certification, SOC\) Action required](#) [\(View Referral 20/10/2015 11:22 am\)](#)

Referral responses

- Select the relevant options

Add Referral Response

State the nature of your response: [? Referral Guidelines](#)

Section 8 - Certification

Consent

Request a suspension of time (Requirement for alterations to plan)

Request suspension of time (Further Information)

Refuse consent

No referral required

Section 8 - Statement of Compliance

Consent

Request suspension of time (Further Information)

Do not consent at this time


- Enter text or attach letter as required

Referral responses


- The Applicant Contact will receive a mandatory action to provide the requested information or an amended plan
- The Referral Authority can still consent once this has been supplied


▼ Referral Authorities - **Origin Energy has actions required** (hide)

Origin Energy

 [RA Response \(01/03/2016 05:30 pm, Request a Suspension of Time \(Require plan amendment \(Certification\)\)\)](#) Supplied 01/03/2016 [\(View Referral 05/12/2014\)](#)

Actions

 [Add RA Response \(Certification, SOC\)](#) **Action required** [\(View Referral 05/12/2014\)](#)

 Other Actions...

SPEAR Payments

- Many councils now offer SPEAR Payments by Westpac
- Daily report provided listing payments made with SPEAR reference number
- Lower fees than previous SecurePay system
- Contact the SPEAR Service Desk on 8636 3049 or spear.info@delwp.vic.gov.au for more information

Training

- 2016 quarterly training sessions have been scheduled (refer to latest SPEAR Bulletin Feb 2016 or SPEAR website for dates)
- Contact the SPEAR Service Desk on 8636 3049 or spear.info@delwp.vic.gov.au to enrol

Other issues

- Any other user issues?

Office of Geographic Names - update

SPEAR UGM 2016



18/03/2016

Department of
Environment, Land,
Water & Planning



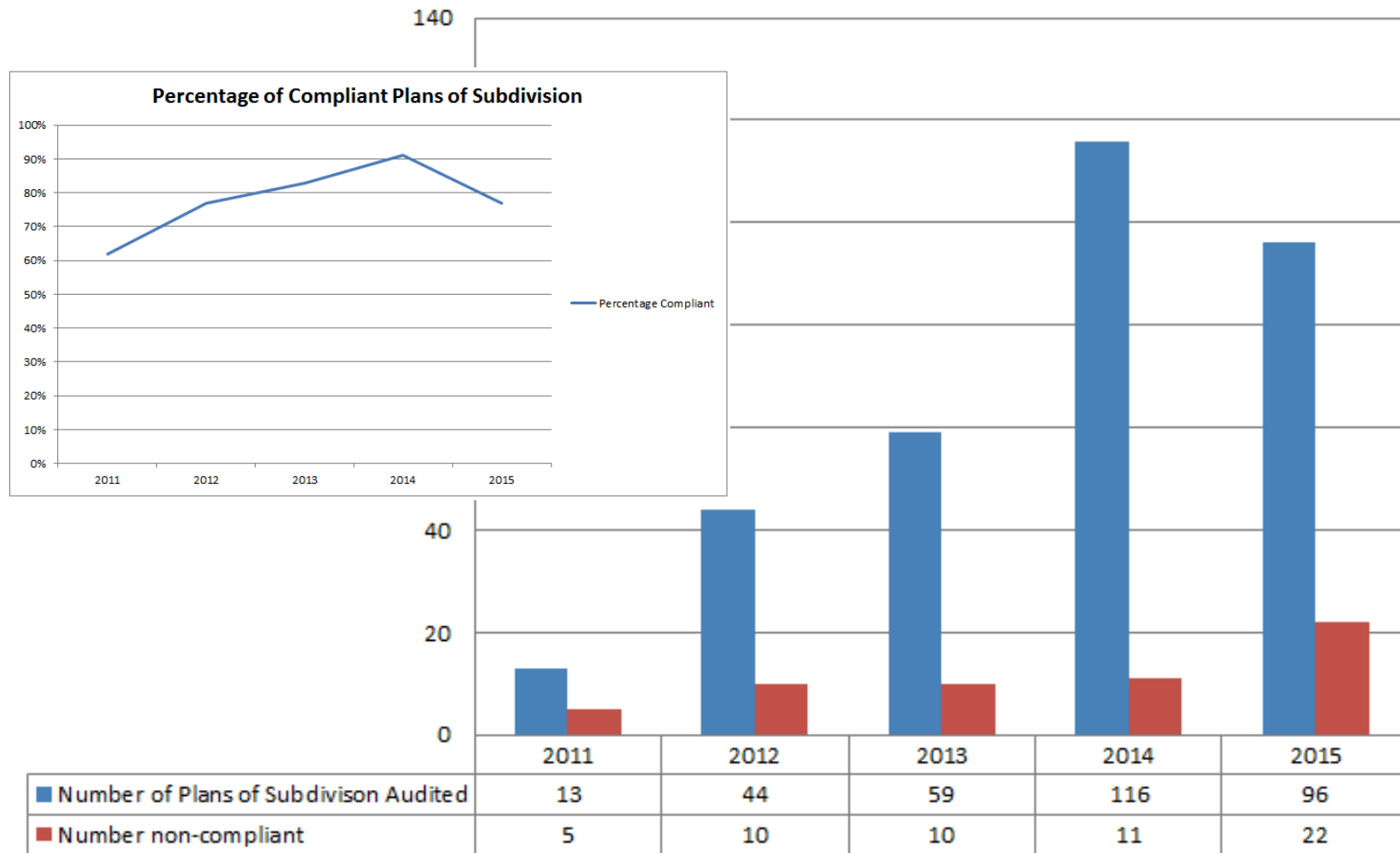
107

AGENDA

- OGN Stats
- Guidelines Review 2015 - Update
- Importance of addressing

OGN Stats

Plans of Subdivision Audited July 2011 to December 2015



Guidelines Review 2015 - update

- Principles given their own section
- Roads promoted
- Consultation expanded
- Reduction of duplication within the document
- More advice
- More examples

Guidelines Review 2015 - update

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Guidelines Review 2015 - update

- New name

Naming Places in Victoria 2016 - Statutory and other requirements for naming roads, features and localities in Victoria

Guidelines Review 2015 - update

- Clamp down on the use of estate names
- **Principle 1(I) Using commercial and business names**
- Current principle:
Principle 1G Linking name to place

Names of private estates should not be applied to features or localities to avoid possible addressing issues in the future.

Proposed amendment:

Principle C Linking name to place

This principle is particularly relevant to new estates where naming themes can provide a strong link to place. Names of estates which are solely commercial in nature should not be applied to roads, features or localities to avoid possible future issues related to address. Those that have a historical connection to place may be considered.

Guidelines Review 2015 - update

- **Principle 1(I) Using commercial and business names**

For similar reasons to those outlined in [Principle \(H\)](#), naming authorities should not name places after:

- Commercial businesses;
- Trade names;
- Estate names (which are solely commercial in nature) and
- Not for profit organisations.

Names of estates which are solely commercial in nature should not be applied to roads, features or localities to avoid possible future issues related to address. Those that have a historical connection to place may be considered.

Propose new addition is highlighted in **red**.

Guidelines Review 2015 - update

- Road Section: Unacceptable road names

Proposed new:

The naming of a road after an estate name which is solely commercial in nature is not allowed .

Guidelines Review 2015 - Questions

- Do you think addressing should be covered in the Naming Requirements?
- Does any one have problematic addressing examples they would like to provide which can be published as examples?
- Does any one have a particular road extent that is problematic, which can be published as an example?

1.9 How long is the process for naming?

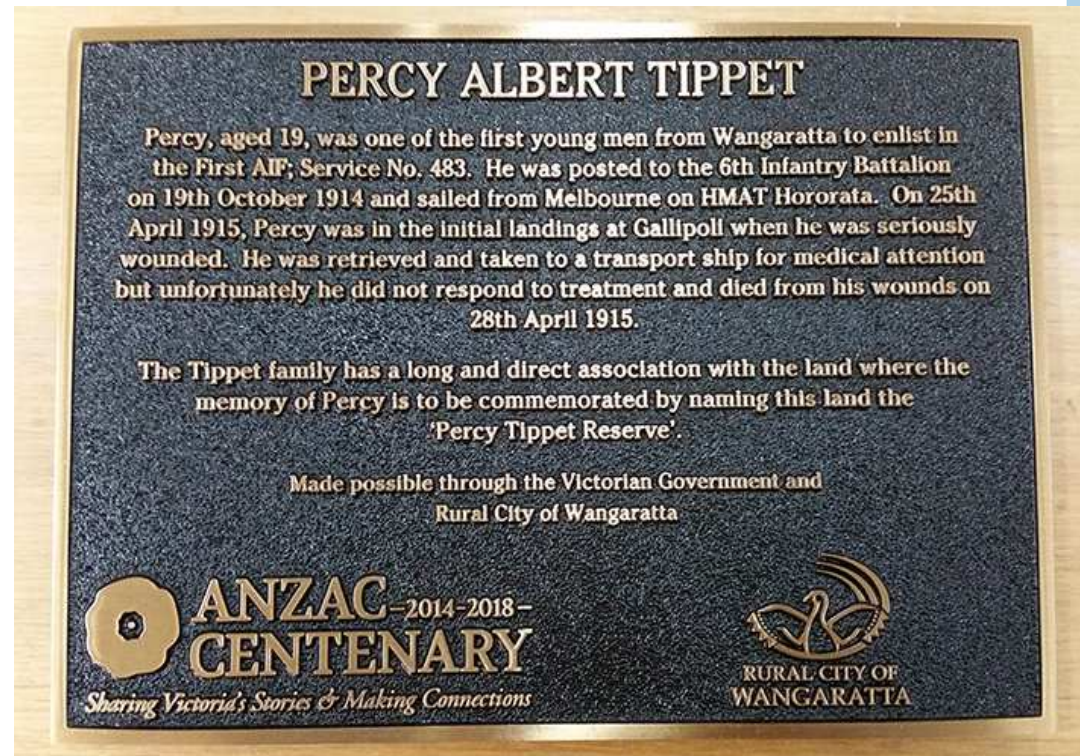
Each naming proposal is unique and timelines for completion are guides only.

If a proposed naming, renaming or boundary change is considered to be small-scale and only affects a limited number of residents, ratepayers and businesses, the process may be shorter than described below. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the wider community, the process may take longer.

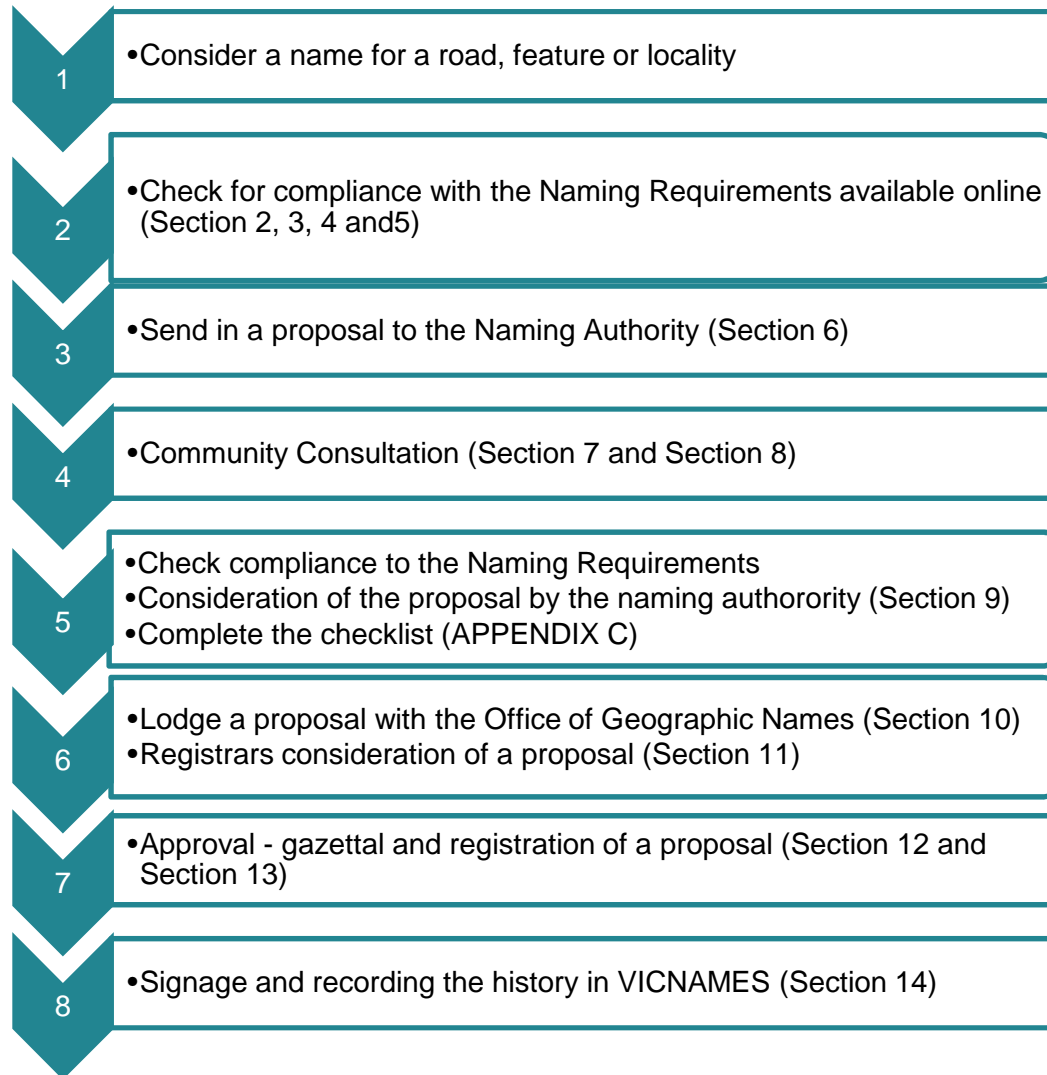
Proposal	Proposal initiation	Consultation	Compliance checks & reporting	OGN audit, gazette and notification
New road	1-2 weeks	30 – 60 days	30 – 60 days	30 – 60 days
New feature	1-2 weeks	30 – 60 days	30 – 60 days	30 – 60 days
New locality	3-4 weeks	30 – 60 days	30 – 60 days	30 – 60 days
Renamed road	1-2 weeks	30 – 60 days	30 – 60 days	30 – 60 days
Renamed feature	1-2 weeks	30 – 60 days	30 – 60 days	30 – 60 days
Renamed locality	3-4 weeks	30 – 60 days	30 – 60 days	30 – 60 days
Boundary change of a road	1-2 weeks	30 – 60 days	30 – 60 days	30 – 60 days
Boundary change of a feature	1-2 weeks	30 – 60 days	30 – 60 days	30 – 60 days
Boundary change of a locality	3-4 weeks	30 – 60 days	30 – 60 days	30 – 60 days

The process can become extended if the naming authority is consulting on multiple names, if objections and appeals are received, and if OGN requires additional information.

Road and feature signage



1.9.1 Process flow chart for naming roads, features and localities



7.2 What steps are required in the consultation process?

The consultation process involves six steps, which are illustrated in the diagram and described in further detail below:

7.2.1

- Prepare a proposal for naming or renaming a road, feature or locality.

7.2.2

- Develop a consultation strategy, including timelines.

7.2.3

- Determine who will be consulted.

7.2.4

- Build awareness of the proposal in the community and invite feedback.

7.2.5

- Compile and analyse feedback from the community.

7.2.6

- Informing the community of the naming authority's decision.

Notices examples

Section / Con:

Geographic Naming Proposal

The [insert naming authority name here] is proposing to name/rename a road, feature or locality or amend its boundary.

The road, feature or locality is located at ...[enter address and/or map]



Further information on the name is available at/via. [must provide the proposal on Councils website, include URL].

Geographic Naming Proposal

The [insert naming authority name here] is proposing to name/rename a road, feature or locality or amend its boundary.

This naming/ boundary realignment is needed because ...

[enter in the reason for the change and any background to the name with a link to where further information can be found]

The road, feature or locality is located at ...[enter address and/or map]



Members of the public may provide feedback on the name / or submit a name nomination(s) by one of the following methods:

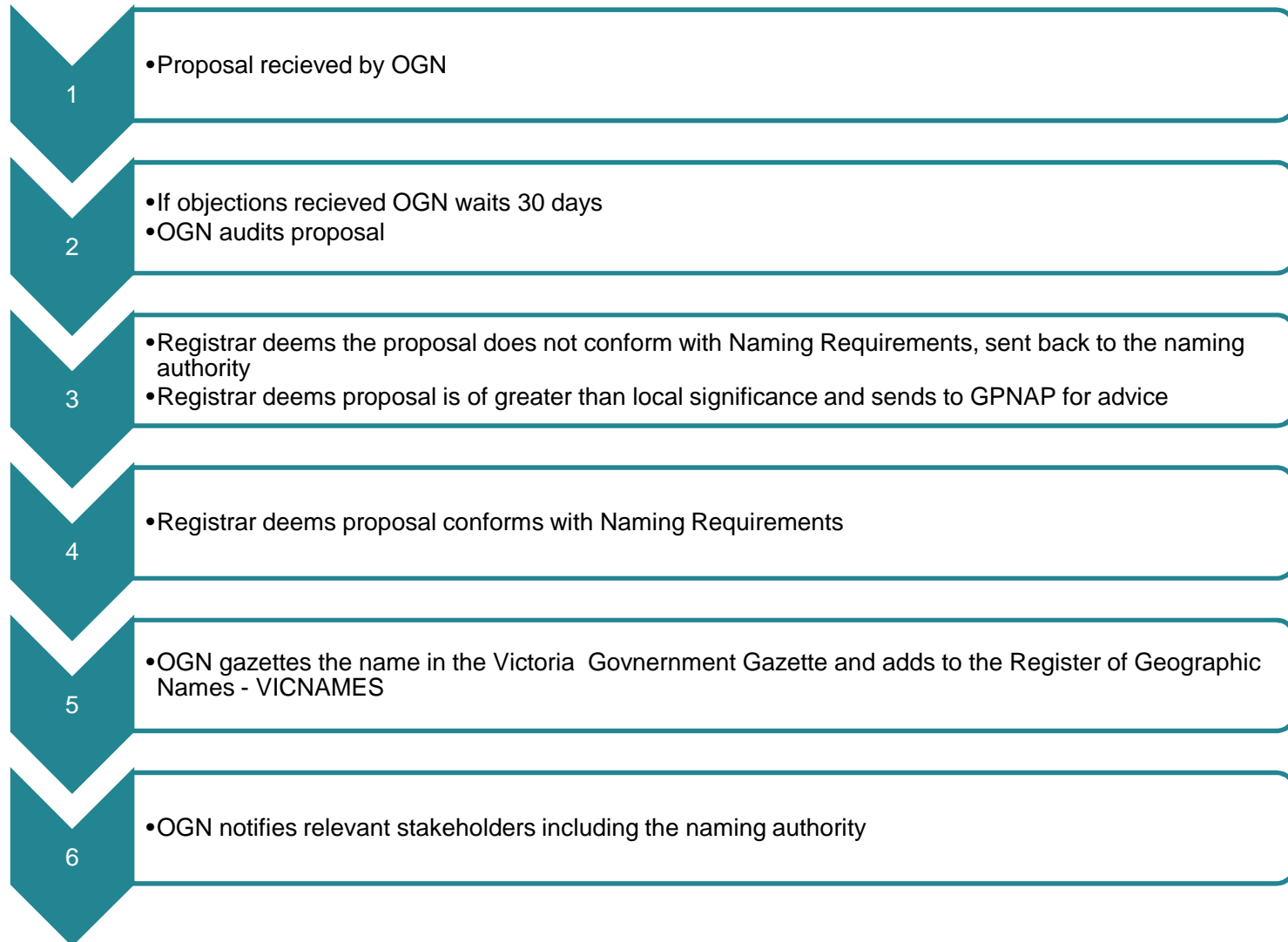
- public meeting (give date, time and venue),
- phone number,
- mailing address,
- email details and
- website (include URL).

Further information on the name is available at/via. [must provide the proposal on Councils website, include URL].

All name submissions must comply with Naming Geographic Places in Victoria - Statutory and other requirements for naming roads, features and localities in Victoria 2016.

All submissions must be received by (add date) within 30 days of this notice.

OGN follows the below process when the Registrar considers a name proposal.



Handouts for community

Geographic Naming

Guide for the public

What are the naming requirements?

Naming Geographic Places in Victoria – Statutory and Other Requirements for naming roads, features and localities in Victoria, 2016 (the Naming Requirements) set out step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria. The Naming Requirements replace the Guidelines for Geographic Names 2010 Version 2.

Appropriate naming is essential to identify locations for the provision of emergency service response and the delivery of goods and services to Victorians and visitors to the State. The Naming Requirements are based on national standards and policies and provide a strong basis for standardised and unambiguous naming procedures across the state.

They have been developed through detailed consultation with municipal councils, government departments and emergency response and public service providers.

Why is there a need for Naming Requirements?

The Naming Requirements provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the benefit of the community. Those benefits include:

- culture;
- heritage;
- landscape;
- emergency service response and natural disaster relief;
- communications including postal and news services;
- trade and commerce;

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- population censuses and statistics;
- property rights and cadastre;
- urban and regional planning;
- environmental management;
- map and atlas production; and
- navigation and tourism.

The proper naming of any place enables it to be clearly identified, to enable a precise location to be determined, by emergency services should an emergency arise. This reduces the likelihood of an emergency vehicle being seriously delayed due to inadequate location details with potentially life threatening consequences.

What can be named or renamed using the Naming Requirements?

Any public or private road, feature or locality within Victoria can be named, renamed or have its boundary changed, using the principles and requirements procedures of the Naming Requirements.

There are many different roads and feature types in Victoria, the responsibility for preparing naming proposals and submitting them to the Registrar can vary, please refer to the relevant sections and Appendices within the Naming Requirements.

Who can name or rename roads, features and localities in Victoria, and who oversees the process?

Members of the public are encouraged to participate in the naming process by developing and initiating a proposal or responding to a relevant naming authority regarding a naming proposal.

Other stakeholders include emergency service organisations, Australia Post, owner corporations, private institutions, historical societies and other service providers. They can be involved in the naming process in three ways:

Geographic Naming

- propose a name or boundary for a road, feature or locality to the responsible naming authority;
- alert a naming authority and the Registrar to an issue with an existing name or boundary for a road, feature or locality and request that the matter be investigated; and
- comment on whether a naming, renaming or boundary change proposal conforms with the Naming Requirements.

The proposal needs to be submitted to the naming authority responsible for the area in/ across which the road, feature or locality is situated – it is important to note that the council(s) or relevant naming authority should be contacted for advice because individual naming principles may need to be applied.

Who should be consulted?

There are two types of community groups to consult with regarding a naming, renaming or boundary change proposal:

- the immediate community: people who live or work within the area and owners of properties, businesses; which includes residents, ratepayers and businesses within the immediate area affected by the proposal; and

- the extended community, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; any visitor groups to the area (shoppers, tourists, recreational or dining visitors etc.); and government or non-government organisations with an interest in or who service the area (Aboriginal associations, local historical societies and eminent individual historians, service clubs such as Lions Clubs and Rotary Clubs, Country Women's Associations, farmers groups, Country Fire Authority or State Emergency Service brigades, school parents associations, Troop/dubs, senior citizens centres, ethnic associations, etc.).

How a naming authority may build awareness of a proposal and invite feedback

The following methods can be used to build awareness of the proposal to invite feedback:

- notices in newspapers
- letters to the immediate or extended community
- surveys (for use only with the immediate community)
- internet sites & social media
- public meetings.

What is an objection?

An objection is a way for members of the community to inform the naming authority that one or more persons disagree with a naming or renaming proposal.

Geographic Naming

Guide for the public

Council has contacted me...

Your local Council has contacted you to seek your input on a naming proposal. The proposal may directly affect you, i.e. your address number, road name or locality might be changing. Or the proposal may indirectly affect you, i.e. a new road is being named or renamed, a bridge or park is being named or renamed.

Naming Geographic Places in Victoria – Statutory and Other Requirements for naming roads, features and localities in Victoria, 2016 (the Naming Requirements) set out step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria. This guide will assist you in responding appropriately and understanding your rights.

What can be named or renamed using the Naming Requirements?

Any public or private road, feature or locality within Victoria can be named, renamed or have its boundary changed, using the principles and requirements procedures of the Naming Requirements.

There are many different roads and feature types in Victoria, the responsibility for preparing naming proposals and submitting them to the Registrar of Geographic Names can vary, please refer to the relevant sections and Appendices within the Naming Requirements.

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Geographic Naming

Clubs and Rotary Clubs, Country Women's Associations, farmers groups, Country Fire Authority or State Emergency Service brigades, school parents associations, Troop/dubs, senior citizens centres, ethnic associations, etc.).

I support the proposal, what can I do?

You can respond to the municipal council via the method outline in the notification of the change, this may see you writing a letter or email of support.

I support the proposal, but do not support the proposed name or boundaries, what can I do?

You can respond to the municipal council via the method outline in the notification of the change, this may see you writing a letter or email of support and indicate your objection to the name and/or provide alternative names or boundaries.

Council may not be requesting for submissions of names, you need to check the wording of the notification to you.

I do not support the proposal, what can I do?

The Naming Requirements provide the opportunity to object directly to the Council.

What is an objection?

An objection is a way for members of the community to inform the naming authority that one or more persons disagree with a naming or renaming proposal.

Lodging objections

Any person or organisation can lodge objections to a naming, renaming or boundary change proposal during the public consultation period administered by the relevant naming authority. Objections must be lodged directly with the naming authority within the 30 days allocated for feedback.

Considering objections

Any objections received during the public consultation period must be given consideration by the naming authority.

Council is continuing with the proposal which I do not support, what can I do? The only recourse now is to appeal the decision of the Council to the Registrar of Geographic Names.

Appeals

In cases of the Council accepting the proposal, the letter to objectors also needs to include details of how they can appeal to the Registrar. An appeal may only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations; or
- the proposal does not reasonably conform to the principles and mandatory requirements of these naming requirements.

A letter to objector needs to indicate that an appeal to the Registrar must be lodged within 30 days of the Council accepting the proposal and/or sending the letter to the objector (whichever is later).

All appeals must be made in writing and sent to the Registrar of Geographic Names, Office of Geographic Names, DSE, PO BOX 500, East Melbourne, Victoria 3002 or via email to egp.names@delwp.vic.gov.au.

Guidelines Review 2015 – update and next steps

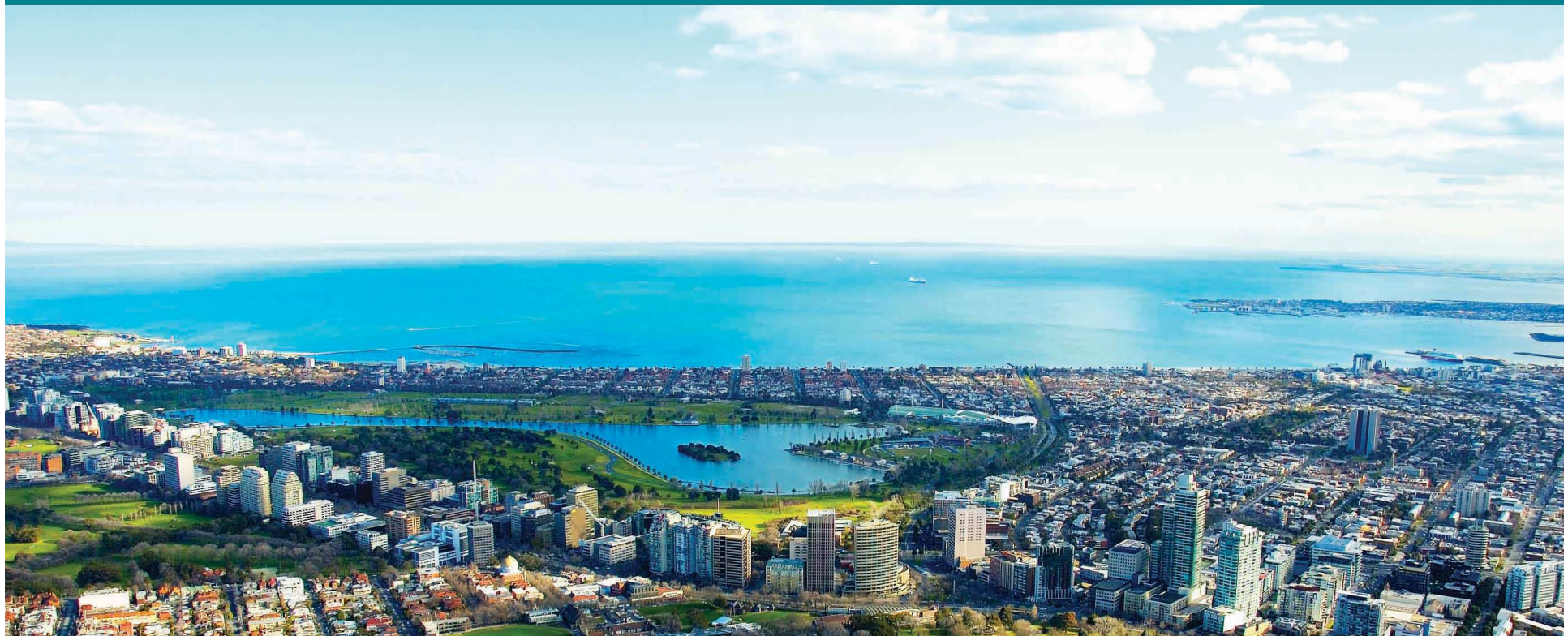
- Workshops Complete
- Survey/
request for comments Complete
- Draft Naming requirements April open for six weeks
- Publication 2016 June/July
- Promotion August - December

Names and addresses underpin service delivery and emergency dispatch



Questions & Thanks

SPEAR UGM 2016



18/03/2016

Department of
Environment, Land,
Water & Planning



Lunch