



SPEAR Bulletin

Surveying and planning through Electronic Applications and Referrals
July 2018

Key dates

SPEAR Release 4.8 – 9 November 2018

Naming easements in plans

It is not acceptable to show easements with a road name on a plan under the *Subdivision Act 1988*. The plan should only identify the location of any easement and its purpose.

On registration, a plan becomes the diagram location for the land in the plan and is the authority for the status of any parcel or easement information. Introducing road names over easements shown on a plan may create ambiguity about the land's status.

The Office of Geographic Names (OGN), led by the Registrar of Geographic Names, oversees the naming or renaming of roads, features and localities in Victoria, and maintains VICNAMES – the Register of Geographic Names.

The process to name an easement is through the Notification for Editing Service (NES), which is soon to be replaced by the Vicmap Editing Service (VES). If residents are unaffected, surveyors work with the council to agree on a name, seek council approval and then submit a NES change request to have the name gazetted and registered. The name is then captured in VICNAMES and Vicmap. If residents are directly affected, the council consults them.

SPEAR Electronic Lodgment Network (ELN)

To date 28 lodging parties have become SPEAR ELN subscribers, with a further 57 applications in progress. It is anticipated that the number of subscribers will significantly increase in coming months.

In addition to the 142 subdivision applications already lodged electronically, a further 76 have been allocated for electronic lodgment in coming weeks.

Period	Subdivision Act Lodged at LUV	Boundary Plans Lodged at LUV
Pilot	35	132
Jan 2018	8	13
Feb 2018	10	10
Mar 2018	17	11
Apr 2018	24	16
May 2018	48	12
June 2018	41	10
Total	183	204

Summary of SPEAR ELN lodgments to 30 June 2018

SPEAR User Group meetings

Feedback notes and presentations from the recent User Group meetings are available from the SPEAR [website](#).

There will be no User Group meeting for SPEAR Release 4.8 for Responsible Authority, Applicant Contact and referral authority users.

A User Group meeting for SPEAR ELN subscribers is proposed for October with details to be provided later.

Core Spatial Data Services roadshow

The Department of Environment, Land, Water and Planning's (DELWP) inaugural Core Spatial Data Services roadshow across Victoria is an opportunity to hear from government speakers about our forward plan for spatial data and surveying services in government and to network with professionals in your region.

These full day events will feature networking and a plenary session before lunch, followed by three technical workshop streams in the areas of surveying, spatial data and geographic naming.

Highlights include:

- How the Digital Cadastre is being upgraded and modernised
- How DELWP is digitally transforming to unlock access to its spatial data
- How Victorians will benefit from the \$64 million Commonwealth investment to upgrade Australia's ground positioning network
- The latest information about how Victoria is rolling out the new datum – GDA2020
- How Valuer-General Victoria is using spatial services to improve valuation insights.

The roadshow is aimed at senior staff and practitioners from local government, utility companies, surveying organisations, emergency service organisations and other spatial, surveying and ICT industry professionals.

Event locations and dates:

Melbourne CBD Wednesday 29 August

Ballarat Tuesday 11 September

Benalla Tuesday 18 September

Traralgon Wednesday 17 October

Melbourne (Knox) Thursday 23 October

Entry is free; however, places are limited so please **register your interest [here](#)**. An agenda and further details of your preferred location will be sent closer to the event date.

If you have any questions contact us at industry.engagement@delwp.vic.gov.au

The following FPET points have been allocated for this event:

Morning session:

- 0.5 Cadastral Survey Practice and 1.5 other

Afternoon session

- Surveying Stream - 2 Cadastral Survey Practice
- Spatial Stream - 2 other
- OGN Stream - 1 other and 1 Development Planning

Handy hints

Addressing land in a Plan of Consolidation

Responsible Authorities are required to supply new street address allocations in SPEAR for all plans of subdivision and plans of consolidation. This can be done by entering the new addressing information directly into SPEAR or by attaching the M1 spreadsheet. Once supplied, the addressing information is sent to the map base maintainer to chart the proposed addressing on Vicmap.

When a user performs addressing in SPEAR, there is a requirement to supply a lot number. Unlike plans of subdivision, plans of consolidation create one new parcel, which is not referenced with a lot number.

To overcome the requirement of providing a lot number on the addressing form, the proposed PFI must be supplied as the Parcel PFI in SPEAR, instead of a lot number.

The proposed PFI can be found on LASSI, by selecting the Identify Property tool and then selecting the parcel.

Note: If the proposed linework has not been charted in LASSI, then the proposed PFI will not be available. In this instance use the parcel's current PFI.

The new street address allocations can then be authenticated to complete the addressing requirements.

Form 13 and SAFR Declaration

One of the recent changes in SPEAR Release 4.7 (May 2018) was to streamline the process for providing Form 13 and Supplementary Abstract of Field Records (SAFR) information in SPEAR. This makes the process easier for Applicant Contacts and ensures compliance with legislation.

The requirements for Form 13 and Supplementary Abstract of Field Records were consolidated into one new document called Form 13 and SAFR Declaration. The document caters for the following scenarios:

1. Where completion of works **is not** a factor to supplying the Form 13
2. Where completion of works **is** a factor to supplying the Form 13, and an estimated completion of works date must be supplied by the Applicant Contact
3. Where a Form 13 is not required for certain application types, and will either not be displayed as a mandatory action, or will allow the Applicant Contact to opt out.

At a status of 'Certification Decision Pending' the Form 13 and SAFR Declaration will appear as a mandatory action for the Applicant Contact to complete. Depending on the circumstances, the requirements in SPEAR will be as follows:

- Completion of the form is not influenced by a completion of works date (See *Section 20A (1) (Land to be marked out) - Subdivision Act 1988*). The Applicant Contact can complete and sign the form.
- If not completed, the outstanding requirement will not prevent the Responsible Authority from making the certification decision, however will not be able to issue statement of compliance (SOC) or a combined certification/SOC until the Form 13 and SAFR Declaration has been completed.
- Completion of the form is influenced by a completion of works date (See *Section 20A (2) (Land to be marked out) - Subdivision Act 1988*). The Applicant Contact may defer the form. If this is the case, the Applicant Contact must supply an estimated completion of works date. The Form 13 and SAFR Declaration will reappear as a mandatory action, 30 days after the estimated completion of works date has passed.
- This scenario does not prevent the Responsible Authority from issuing SOC.
- The Applicant Contact will be reminded of the outstanding action, and the Responsible Authority will be notified when the document is supplied. It is possible in this scenario that the Form 13 will be

supplied after the application has been registered at Land Use Victoria.

Note: If the Responsible Authority deems the Form 13 is relevant to achieving SOC, irrespective of completion of works, the system will not oblige them to issue SOC, even though the action will be available. An effective way to ensure that the Applicant Contact is aware of council's requirements is to add the relevant details to the conditions document.

Updating contact information in SPEAR

SPEAR relies on up-to-date contact information for both organisations/sites and users to be maintained in the system by either the user or Local Administrator. This information is used primarily to facilitate communications such as:

1. System notifications related to application activity
2. Watched notifications sent to application watchers
3. Forgotten password requests
4. SPEAR communications (ie: SPEAR News and SPEAR Bulletin)

It is important to understand the difference between organisation/site details, and user details, and how the system uses both.

Organisation/Site Details

- Email address for subdivisions, listed under SPEAR Communication Details is the primary address that all SPEAR application notifications are sent to, at that organisation.
- General Contact Details, including street address, postal address, public email address and Website URL will be used on the Who is Using SPEAR section of the SPEAR website.
- These details can only be updated by the Local Administrator or SPEAR Service Desk.

User Details

- Email address listed under Contact Details should be the users own email address. This email is used to process forgotten passwords requests, and to send 'watch notifications' to users.
- Phone numbers and other contact information will be used to update the Contacts tab of each SPEAR application, and should be kept up-to-date to facilitate communications between SPEAR parties.

- These details can be updated by the SPEAR user (via settings link), Local Administrator or SPEAR Service Desk.

The SPEAR Service Desk team also uses contact information to populate our Contact Management System, and as such requires user details to be as up-to-date as possible.

Training

The following training dates have been scheduled for our quarterly training sessions at 2 Lonsdale Street. If you wish to attend please register for a session by contacting the SPEAR Service Desk on (03) 91914 0612.

Responsible Authority – council

Tuesday 7 August, Thursday 22 November

Internal referral authority – council

Tuesday 7 August

Applicant Contact

Thursday 16 August, Tuesday 13 November

Referral authority

Thursday 16 August, Tuesday 13 November

Support

SPEAR wants to ensure your questions and issues are resolved quickly.

Contact the SPEAR Service Desk on (03) 9194 0612:

- Press 1 for SPEAR assistance
- Press 2 for Land Use Victoria subdivision and lodgment enquiries

- Press 3 for ePlan enquiries

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

Contact SPEAR

T: 03 9194 0612

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

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

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