



SPEAR Bulletin

Surveying and Planning through Electronic Applications and Referrals
June 2017

Key dates

Lodging Party pilot commenced 29 May 2017.

SPEAR Release 4.5 released 9 June 2017.

Land Use Victoria relocating to 2 Lonsdale Street in August 2017.

SPEAR Release 4.6 is due for release 27 October 2017.

SPEAR User Group meetings

User Group meetings were held late April and early May 2017 in Melbourne, Bendigo, Colac, Shepparton and Warragul.

Topics discussed included updates on the SPEAR Electronic Lodgement Network – Lodging Party pilot and boundary plans, ePlan Visualisation tool and ePlan Engagement program, Office of Geographic Names – naming rules and subdivision audits, SPEAR payments, SPEAR Enhancement program for councils and applicants, owners corporation schedules, planned system enhancements for Release 4.5 in June and a Service Desk update on broadcast messages, rotating plans in SPEAR, digital certificates and the Land Use Victoria requisition process.

Visit the SPEAR website to view the meetings' presentations and feedback notes at www.spear.land.vic.gov.au>About>News and events>User Group Meetings.

User activity outcomes

The SPEAR team was keen to engage users at these meetings to help prioritise and define enhancements for SPEAR Release 4.7, and beyond. Attendees from each user group (Responsible Authority, Applicant Contact and referral authority) were asked to vote on their top two enhancements and were also invited to suggest ideas for the SPEAR team to consider about the enhancement or to suggest new enhancements.

It was great to see the level of enthusiasm and participation as users discussed the proposed enhancements and gave the SPEAR team new ideas to consider.

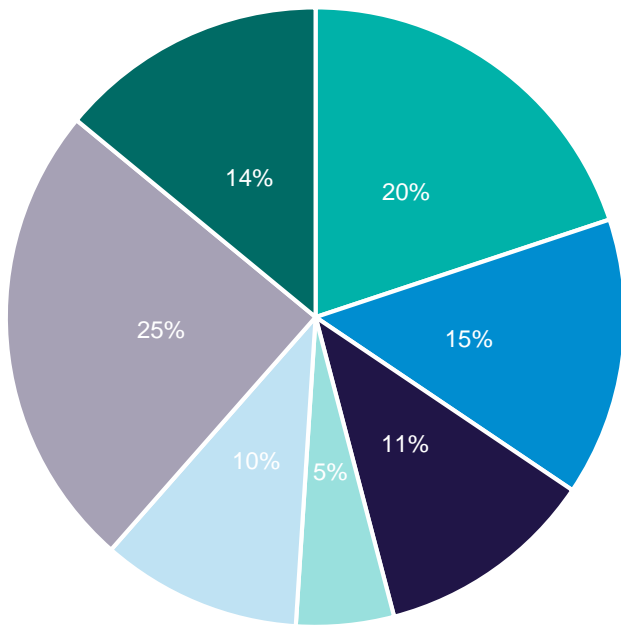
At the conclusion of all user group meetings it was clear that the following four potential enhancements were the top priorities.

- PE 1710 – 96 votes
- PE 1473 – 78 votes
- PE 1697 – 57 votes
- PE 1701 – 55 votes

This activity will be included in our next round of User Group meetings in September 2017 to ensure we continue to actively engage all our stakeholder groups in the future development of the SPEAR system.

The following charts provide an overview of the outcomes of the user activity across all meetings:

Potential Enhancements voted by all users



- PE1473
Allow the Responsible Authority to upload third party planning permit extensions, amendments and secondary consents
- PE1697
Allow site photos to be uploaded in JPG format
- PE1719
Indicate that an application contains a procedural plan
- PE1741
Display additional 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
- PE1710
Responsible Authority to add a copy of the planning permit if issued outside of SPEAR
- PE1701
Allow internal referral authorities to indicate the nature of their response

Figure 1: Potential Enhancements voted by all users

Potential Enhancement Results by user group

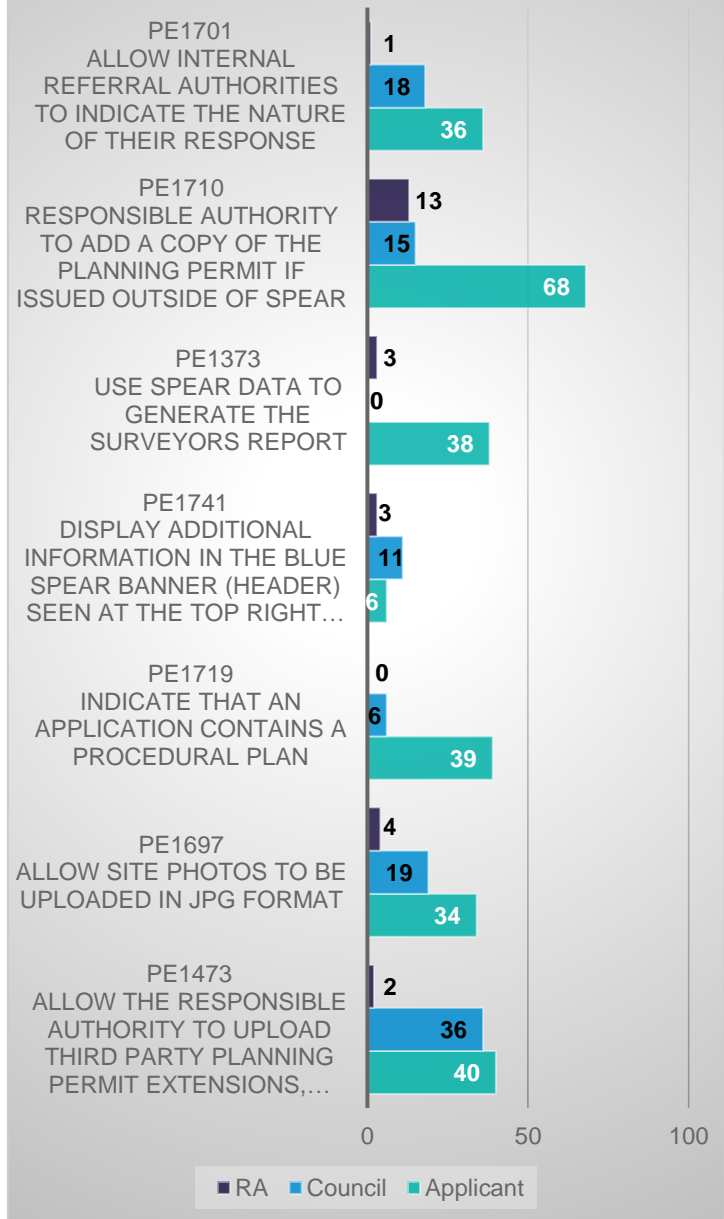


Figure 2: Potential Enhancements results by user group

SPEAR electronic lodgement network

SPEAR has an electronic lodgement network (ELN), making it possible to lodge applications supported by a plan or a survey under the *Subdivision Act 1988*. It is intended that plan related dealings under the *Transfer of Land Act 1958* will be added in the future.

The SPEAR team is excited to announce the much anticipated ELN pilot for lodging parties commenced on 29 May 2017. We greatly appreciate the enthusiasm of our pilot participants in expressing a keen interest in being involved in the ELN pilot. The pilot group currently consists of the following organisations:

- City of Melbourne
- Geelong Conveyancing
- GLN Conveyancing Services
- Harwood Andrews

We are working with a further six organisations, which will commence shortly. The pilot is for six months and the SPEAR team will provide progress reports in future issues of this bulletin.

New process enables five-day subdivision registration

Land Use Victoria is trialling a new system, which aims to improve timeframes for registration of subdivisions of 10 or more lots. The trial is an attempt to get more lots released onto the market more quickly.

The enhanced process will have a target for registration of these plans of five business days from lodgement – provided there are no errors on the plans or any other documents required for registration of the case.

Lodgements that require any of the following will lose their improved timeframe status and be subject to the standard registration timeframes:

- re-certification
- consent to an amendment by a council
- any other amendment to the plan or associated documents not satisfied within 24 hours.

Plans of subdivision for over 10 lots make up 15 per cent of all applications and create around 70 per cent of all new lots. However, around 50 per cent of these lodgements are requisitioned due to errors. The onus is therefore on developers and consultants to ensure plans and all associated documents are correct.

Customers are also advised, in circumstances where a 10 or more lot plan is reliant on a leader plan with fewer than 10 lots, to contact subdivision.branch@delwp.vic.gov.au once the 10 or more lot plan has been successfully lodged.

Upon receiving this advice, the Subdivision Branch will examine the plans together in accordance with the conditions of the new system.

The new system is on trial until the end of June. It will then be reviewed.

Land Use Victoria encourages everyone involved in lodging plans of subdivision to carefully check all details of the plans and associated documents to avoid them being requisitioned.

The performance target for registration of all other plans is 15 business days from lodgement.

Handy hints

Lodgement method via SPEAR – supporting electronic lodgements in SPEAR

When nominating a lodging method, surveyors are required to first select the 'lodgement via SPEAR' option and begin typing the name of the lodging party organisation in the search field. SPEAR will display a match if the lodging party is enabled for electronic SPEAR lodgements. If there are no matches, then proceed with a paper lodgement.

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

Crown Lawyers

Additional notification email addresses

Barry@crownlawyers.com.au, Zack@crownlawyers.com.au

Separate multiple addresses with a comma

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

Figure 3: Lodging Method

If the electronic lodging method can proceed, SPEAR will automatically email the nominated lodging party. Additional email addresses can be supplied if there is a need to copy that notification to other individuals.

Nominating the lodging method can be done as an optional action at any time after the SPEAR application status reaches 'Lodged with Responsible Authority'. By nominating the lodging method early, the electronic lodging party will have access to the SPEAR application with sufficient time to view and prepare the lodgement; however, lodgement at Land Use Victoria will not be possible until all of the mandatory application requirements have been met and the Applicant Contact has released the application.

The list of lodging party organisations currently registered for electronic SPEAR lodgements can be found on the SPEAR website at www.spear.land.vic.gov.au>About>Who is using SPEAR?>Listing of Registered Users.

Please contact the SPEAR Service Desk if you have any questions about this process.

Title Allocation spreadsheet

Some improvements have been made to the Title Allocation spreadsheet, which is sent regularly to councils from SPEAR and summarises all the new title details that have resulted from dealing registrations at Land Use Victoria, including dealings processed outside SPEAR. These changes include:

- providing Vol/Fol information for non-SPEAR related dealings that have been registered at Land Use Victoria
- including the address and PFI reference against each new title
- more clearly identifying the parent, balance and new titles that result from a dealing registration (also reflected in the New Title Allocation Advice PDF).

Councils are reminded that the frequency of the Title Allocation spreadsheet can be set by a Local Administrator (the default is 7 days). The email can also be sent to a specifically defined email address, i.e. it does not have to be sent to the generic SPEAR email that other system notifications are sent to, and instead could be sent to a rates department or another suitable recipient.

Referral response

Referral authorities are reminded to only send their responses in SPEAR. Some councils have advised they are receiving referral responses by email in SPEAR. This duplicates both council and referral authority activities outside of SPEAR.

There have also been instances where plan amendments have been requested directly to the surveyor, rather than using the 'Request a suspension of time (requirement for alterations to plan)' function in SPEAR. This creates confusion, increases errors and impedes the transparency of the application for all parties involved.

Surveyors are recommended to choose electronic lodgement routinely, and if the lodging party is not in the list, then select 'paper'.

Finding the SPEAR permit application for a subsequent certification application

Did you know that when a planning permit and certification application has been created separately in SPEAR, you can link to the permit application from the Summary tab of the certification application?

This may assist users in finding the corresponding permit application in SPEAR, check its status or view the issued permit.

From the Summary tab of the certification application in SPEAR, click on the planning permit option located in the lower right hand side of the screen, this will open the permit application in SPEAR.

The details of the SPEAR permit can also be viewed from the 'application for certification' document in the Applicant Contact section of the Details tab. The certification document will list the SPEAR reference number for the permit, together with its application status and permit reference number.

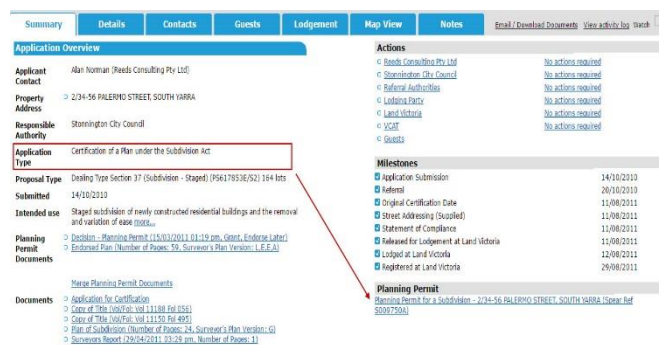


Figure 4: Linked Permit Application

Stork visits again

Congratulations to Louis Lazzaro and Alex on the safe arrival of their first child, Olivia Anne on 15 May 2017.

Parents are over the moon with their beautiful baby girl and are all well and getting to know one another!



Land Use Victoria is moving

After more than 15 years at 570 Bourke Street, Land Use Victoria is moving to 2 Lonsdale Street in August. Telephone numbers will change and will be advised in the next newsletter.

SPEAR training

The following training dates have been scheduled for our quarterly training sessions. If you are a new or existing user and want to attend a session, please contact the SPEAR Service Desk on (03) 8636 3049.

SPEAR training

Applicants – 9:30 am start

Thursday 17 August, Tuesday 14 November

Responsible Authorities – 9:30 am start

Tuesday 8 August, Thursday 23 November

Referral Authorities – 2:30 pm start

Thursday 17 August, Tuesday 14 November

Internal Referral Authority (councils) – 2:30 pm start

Tuesday 8 August

ePlan Training

Applicants – 2:00 pm start

Monday 31 July, Monday 2 October,
Monday 4 December

Support

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

Contact the SPEAR Service Desk on (03) 8636 3049:

- Press 1 for SPEAR assistance
- Press 2 for Land Use Victoria subdivision and lodgement enquiries
- Press 3 for ePlan

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

Contact SPEAR

T: 03 8636 3049

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

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

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