



SPEAR Bulletin

Surveying and Planning through Electronic Applications and Referrals

March 2017

Key dates

SPEAR Release 4.5 is due for launch on 9 June 2017 and Release 4.6 is due on 20 October 2017.

First electronic lodgement of a boundary plan

December saw a major milestone for the SPEAR team with the first electronic lodgement of a boundary plan. Enhancements in SPEAR release 4.4 provided the ability to lodge boundary plans electronically through SPEAR. Twenty-two boundary plans have been lodged electronically and no further paper boundary plans have been received.

Gary Vincent from Vincent Land Surveying was the first surveyor to successfully lodge a boundary plan on 13th December 2016. The SPEAR team was on hand to assist him through the process to ensure it went smoothly. Well done Gary!

SPEAR Enhancement program

The SPEAR team has had a busy few months organising workshops with councils and surveying firms. The following councils have participated in

workshops in round 6 of the program – City of Greater Dandenong, City of Greater Geelong, Glen Eira City Council, Hume City Council, Knox City Council, Maroondah City Council, Maribyrnong City Council, Moonee Valley City Council, Stonnington City Council and Wyndham City Council. To date 47 councils have participated in the program.

Twelve surveying firms expressed interest in participating in round 2 and workshops commenced in December 2016 with the following firms - A Line Surveying, Brian Watson Surveying, Charlton Degg, CRA Survey, Planright, Raven Land Surveyors, Reeds Consulting, Spiire and Webster Surveying Group. The remaining two workshops with the Farren Group and Oxley & Company will be completed within the next month. To date 16 surveying firms have participated in workshops.

The SPEAR Enhancement program continues to provide positive outcomes to all participating organisations. In particular the workshops offer:

- An opportunity to reflect on established business processes and how to best integrate these to accommodate the SPEAR workflow.
- An incentive to adopt paperless workflows, to include other departments in SPEAR, to eliminate administrative tasks, and to routinely share information from SPEAR with other individuals or clients.
- An opportunity for the SPEAR team to demonstrate new features and offer tips for more streamlined processing. This included using 'Manage Conditions' functionality, enabling SPEAR payments, help with digital certificate issues, using the Application List as a reporting tool, and using

spreadsheet templates for supplying owners corporations or street addressing data. We hope that all participants have learnt something, or left the workshops with something to think about.

- The SPEAR Enhancement program is also an important part of maintaining a robust and productive relationship between the SPEAR team and our stakeholders. The feedback and discussion that is generated at the workshops is really valued, as it gives the SPEAR team a better understanding of industry needs, and helps prioritise and shape the SPEAR enhancement list in a way that is of most benefit to the broad user base.

SPEAR User Group meetings

The next round of User Group meetings will be held:

- 20 April 2017 – Warragul (Warragul Reception and Conference Centre, 41 Sutton St)
- 27 April 2017 – Bendigo (All Seasons Hotel, 171 - 183 McIvor Road)
- 2 May 2017 – Melbourne (MCEC – South Wharf, Level 5 Clarendon St)
- 4 May 2017 – Shepparton (Sherbourne Terrace, 109 Wyndham St)
- 9 May 2017 – Colac (COPAC, Cnr Rae & Gellibrand St)

Users are encouraged to attend these meetings to learn about the planned changes in the next scheduled release and contribute to discussions regarding potential enhancements.

Please [click here](#) to register for your preferred meeting. Further details will be distributed closer to the date.

SPEAR training

The following training dates have been scheduled for our quarterly training sessions at 570 Bourke Street, Melbourne. 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
Tuesday 9 May, Thursday 17 August, Tuesday 14 November

Responsible Authorities – 9:30 am start

Thursday 18 May, Tuesday 8 August, Thursday 23 November

Referral Authorities – 2:30 pm start

Tuesday 9 May, Thursday 17 August, Tuesday 14 November

Internal Referral Authority (councils) – 2:30 pm start
Tuesday 14 February, Tuesday 8 August

ePlan Training

Applicants – 2:00 pm start

Monday 3 April, Monday 5 June, Monday 31 July,
Monday 2 October, Monday 4 December

Naming rules for places in Victoria

The Office of Geographic Names (OGN) has announced the release of the Naming rules for places in Victoria.

Workshops are being held across the state during March 2017 to provide an overview of the process used to review the naming rules including highlights of major changes, a full breakdown of amendments and additions, importance of the naming rules from an emergency services perspective, a Vicmap update and an update on the Online Notification for Editing Service (NES). There will also be an overview of VICNAMES, Victorian waterways, complex site addressing, the Permanent Committee on Place Names and the ANZAC Commemorative Naming Project

Workshops will commence at 9.30 am and finish by 3.30 pm on:

- 15 March - Traralgon, Promenade B, Century Inn, 5 Airfield Road
- 21 March – Wangaratta, Sterling Executive, Quality Hotel Wangaratta Gateway, 29-37 Ryley Street
- 24 March – Melbourne, Rooms 2 & 3, Level 18 600 Bourke Street
- 27 March – Colac, Colac Otway Performing Arts & Cultural Centre, 95-97 Gellibrand Street
- 28 March – Hamilton, Martin J Hynes Auditorium, 1 Market Place
- 29 March – Warracknabeal, Rooms 1 & 2, 34 Lyle Street

Please [click here](#) to complete the online RSVP form.

For further information please contact Rafe Benli, Project Officer, OGN on (03) 8636 2851 or email geo.names@delwp.vic.gov.au

Handy hints

Receiving payment information in SPEAR

It has come to our attention that some councils are requesting the Applicant Contact to provide payment forms in SPEAR to support application submissions. Typically, these forms are being scanned and attached to the application using 'other document type'. The forms are usually a council issued payment form, which includes information about the application, fee type, fee amount and the supply of payment details such as credit card holder's name, credit card type, number and expiry date.

Land Use Victoria strongly discourages this practice, and urges councils to stop requesting such forms being scanned and attached into SPEAR. If requested, Applicant Contacts are urged not to comply, and to retrospectively delete any such scanned forms from existing applications.

SPEAR users are unnecessarily putting themselves or their clients at risk by supplying sensitive payment information in SPEAR that can be viewed by any SPEAR user with access to that application across any organisation involved in that application, and also any guest invited to view the application.

SPEAR recommends that any council wishing to streamline payments should adopt the SPEAR payment facility as a secure option for processing payments online.

The SPEAR payment facility is supported by Westpac, and provides an efficient payment solution that is both secure and flexible to use. Guests can access the payment facility directly to provide their own payment details into SPEAR, without having to relay this information to the applicant contact to pay on their behalf. Please contact the SPEAR Service Desk for assistance in enabling SPEAR payments, or if you have any concerns about this issue.

Estate names in SPEAR

Applicant Contacts are encouraged to use the 'Application name or Estate Name' field on the Create Application screen as a means of defining a development in a manner that is easily identifiable by other users. This field allows for estate names, development numbers or stages, and other commonly used descriptions to be included in the SPEAR application.

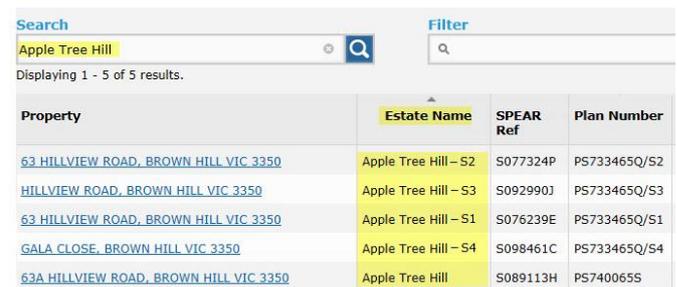
The 'Application name or Estate Name' field is located in the 'Application Details' of the Create Application screen.



Image: Create Application

Once supplied, it will appear in the 'Estate Name' field of the Application List, and can be used as a search term to find applications that match that criteria.

In the example below, the estate name 'Apple Tree Hill' has been used to describe a number of applications, and then further described with stage numbers. A quick search using 'Apple Tree Hill' returns 5 results. This is a handy way to identify an application with terminology that is not associated to the street address of the site, or with a plan number.



Property	Estate Name	SPEAR Ref	Plan Number
63 HILLVIEW ROAD, BROWN HILL VIC 3350	Apple Tree Hill – S2	S077324P	PS733465Q/S2
HILLVIEW ROAD, BROWN HILL VIC 3350	Apple Tree Hill – S3	S092990J	PS733465Q/S3
63 HILLVIEW ROAD, BROWN HILL VIC 3350	Apple Tree Hill – S1	S076239E	PS733465Q/S1
GALA CLOSE, BROWN HILL VIC 3350	Apple Tree Hill – S4	S098461C	PS733465Q/S4
63A HILLVIEW ROAD, BROWN HILL VIC 3350	Apple Tree Hill	S089113H	PS7400655

Image: Estate Name

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 lodgement enquiries, including status updates
- 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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