



SPEAR Bulletin

Surveying and Planning through Electronic Applications and Referrals May 2016

Key dates

SPEAR Release 4.4 is scheduled for launch in October 2016.

Survey documents required when lodging a plan of subdivision or consolidation

Land Victoria's non-survey guidelines will not apply to plans signed from 1 July 2016.

The practice of permitting some plans of subdivision and consolidation to be submitted without survey (i.e. not supported by an abstract of field records) has been updated following consultation with the surveying profession. The licensed surveyors consulted overwhelmingly concur that plans lodged at Land Victoria accompanied by complete and thorough survey documentation enhance the cadastre's integrity.

It is important to note that Regulation 18 of the Subdivision (Registrar's Requirements) Regulations 2011 requires licensed surveyors to provide a surveyor's report and abstract of field records when a plan is lodged.

As a result of this decision, from 1 July 2016 all plans signed by a licensed surveyor must be supported by an abstract of field records unless one of the exemptions below applies.

Exemptions to providing an abstract of field records

Plans that satisfy the exemptions detailed below must still be lodged with an extensive surveyor's report prepared in accordance with the [Surveyor-General of Victoria Practice Directives](http://www.delwp.vic.gov.au/surveying) at www.delwp.vic.gov.au/surveying>Government surveying services>Practice Directives.

- Plans based on a recent survey of the property by the same surveyor or surveying firm (i.e. a survey contained in a prior plan or application).

- Plans of subdivision that do not create any new boundaries.
- Plans prepared under section 32 of the *Subdivision Act 1988* re-subdividing multi-storey buildings that only create new boundaries fully contained within the existing building.
- Plans of consolidation prepared from titles that have a clear common mathematical origin and there is no change to title dimensions. In this case, the licensed surveyor will still need to provide justification within the surveyor's report of how the titles fit together.

Please note: Land Victoria may request a survey at any time.

Partial surveys

Partial surveys that typically create one or more small lots from a significantly larger allotment (applicable primarily to rural properties) will be accepted provided that:

- the lot(s) subject to the partial survey are fully surveyed
- only one balance lot remains, which is not subject to full survey.

All new boundaries of the lot(s) subject to the partial survey must be shown on the abstract of field records, together with sufficient information to adequately re-establish the title boundaries in which the new boundaries intersect.

Boundary plans reminder

Surveyors are reminded that boundary plans can be electronically lodged through SPEAR to Land Victoria. Payment of the lodging fee can be made by either credit card over the phone or debited to an existing Victorian Online Titles System (VOTS) account.

For further information on lodging boundary plans, including how to obtain a VOTS account, contact the SPEAR Service Desk on (03) 8636 3049.

SPEAR staff changes

In March 2016 the SPEAR Service Desk team welcomed new members Anthony Campbell and Peter Dutton.

Many SPEAR users may know Anthony as he has worked with Land Victoria since 2010. He began in the Data Quality Branch before moving to the Subdivision and Application and Survey Branches as a Plan Registration Officer five years ago. Anthony also has experience in the IT field, working in website development after completing his Bachelor of Applied Science in Computer Science & Software Engineering.

Peter has over 20 years' experience providing business analysis and project support, with a strong focus on customer service and stakeholder management for both government and private sector organisations. He has worked with local government in Western Australia, ANZ, Superpartners and Origin Energy and looks forward to meeting and assisting our SPEAR users.

If you need any assistance Anthony (below right) and Peter (below left) can be contacted on the SPEAR Service Desk, (03) 8636 3049.



SPEAR Enhancement Program – applicants

Workshops with the pilot group of applicant organisations have commenced. St Quentins Consulting were the first company to participate in a workshop in February 2016 with representatives from the SPEAR team. A report on the discussions has been completed and sent to St Quentins. The workshop with Speedie Development Consultants was held in April and workshops with Bosco Jonson, Land Management Surveys and Walpole Surveying are scheduled for May/ June 2016.

Handy hints

Local Administrators

Now that 2016 is well underway, Local Administrators are reminded to ensure your organisation's list of users is up-to-date in SPEAR.

Please ensure that:

- Only active users are on your list
- All user email addresses are up-to-date (this is important when using the 'forgotten password' function)
- Contact phone numbers are current.

SPEAR relies on this information to update our contact management system, which is used for email distribution lists and support-related enquiries. It is also an important security consideration for your organisation; past staff members should not have access to your applications.

If a staff member has left your organisation you need to update the SPEAR system to change their status from an 'active' user to 'permanently inactive' user.

If a staff member goes on extended leave such as family leave, their status needs to change from 'active' user to 'temporarily inactive' user.

If you are unsure who the Local Administrator is, or would like to add other Local Administrators (there can be more than one), contact the SPEAR Service Desk on (03) 8636 3049 for assistance.

Rotating documents to be watermarked

Applicant Contacts must ensure plans and abstracts are orientated correctly so that watermarks are applied in the designated spaces. This includes landscape sheets, which are often uploaded incorrectly in portrait orientation (rotated 90 degrees).

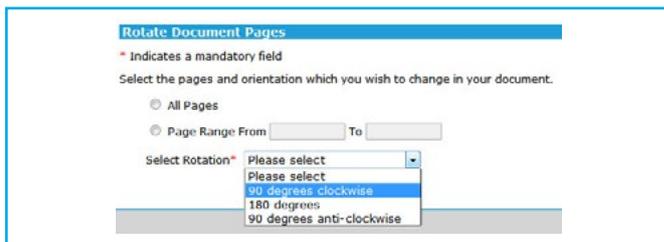
It is important for Applicant Contacts to check that their plans have been watermarked correctly, and if the plan requires rotating, this should be done PRIOR to the plan being certified by the Responsible Authority. Once certified, the plan can no longer be changed without a re-certification or amendment request from Land Victoria.

Applicant Contacts can rotate a plan or abstract from within SPEAR. This can apply to the whole document or a specific page range by completing the following steps:

1. After uploading the document to SPEAR, select the 'Rotate' option from the drop down list next to the document and click on the 'go' button.



2. Select whether you wish to rotate all pages or a page range. Enter the relevant range if required.
3. Select the direction of rotation and click on the 'ok' button.

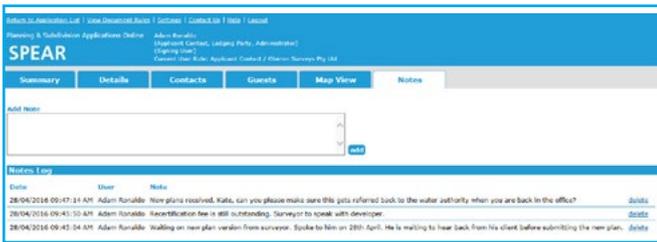


4. Open the PDF and check that the document has been rotated correctly and then authenticate it.

Note: Only one page range can be rotated at a time. If you wish to rotate an additional page range, the process can be completed again.

File notes in SPEAR

Since Release 4.3 (April 2016), users are able to add file notes to an application by using the Notes tab. The file note function allows users to leave text notes in individual applications; these notes are visible by all other users at their organisation. It is a handy way to leave processing notes/reminders in an application for others to view and especially useful if you are job-sharing or working on complex applications.



Key features of the Notes tab are:

- Notes are entered as text and displayed in a log format
- Notes can be viewed by everyone within the organisation, and by the SPEAR Service Desk
- Only the user who added a note can delete it
- An icon is displayed when another user within the organisation has added a new note.

For Responsible Authorities with internal referral authorities, both user groups can view the notes.

Contact SPEAR

T: 03 8636 3049

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

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Support

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

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

- press 1 for subdivision enquiries
- press 2 for ePlan enquiries.

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