



SPEAR Bulletin

Surveying and planning through Electronic Applications and Referrals

November 2018

Key dates

SPEAR Release 4.8 – 23 November 2018

SPEAR Release 4.9 – May 2019

SPEAR milestone

The SPEAR team celebrated a significant milestone on 21 September 2018 with the first complete electronic lodgment and subsequent registration of a plan of subdivision.

The plan of subdivision was submitted in SPEAR as an ePlan by Reeds Consulting, one of 24 surveying firms participating in the ePlan pilot. After the plan was approved by the council, it was electronically lodged at Land Use Victoria by Harwood Andrews (Geelong) using the SPEAR Electronic Lodgment Network (ELN).

This was a major step for the team following months of development, testing and training which culminated with the successful registration of the plan at Land Use Victoria.

SPEAR Release 4.8

SPEAR Release 4.8 will go live on 26 November 2018. This release includes the following enhancements:

- Allows a Surveyor's Report to be supplied in conjunction with a Supplementary Abstract of Field Records

- Allows surveyors to submit Transfer of Land Act dealings in SPEAR including:
 - Creation of Easement, Section 45
 - Notification of an Easement, Section 72
 - Acquisition of Easement of Right, Section 88(2)
- Allows surveyors to submit Local Government Act dealings including:
 - Transfer of Closed Road, Section 207(D)
 - Road Exchange, Section 207(E)
- Adding 'Licensed Surveyor' to the digital signing watermark
- Allows users to download title allocation data in Excel format
- Allows councils to complete Form 16 (Refuse certification) on screen
- Improves the council watermark for Public Open Space for non-concurrent certification and Statement of Compliance
- Prompt for council to re-check street addressing if a plan is modified after addressing is completed and prior to re-certification

For a complete summary of enhancements refer to the SPEAR Release Notes 4.8 on the website.

SPEAR Electronic Lodgment Network (ELN)

To date 56 lodging parties have become SPEAR ELN subscribers, with a further 87 applications in progress. It

is anticipated that the number of subscribers will significantly increase in the coming months.

In addition to the 365 subdivision applications already lodged electronically, a further 166 have been allocated for electronic lodgment in the coming weeks.

As of 15 November 2018, the following organisations are current ELN subscribers:

- Aughtersons Lawyers
- Baird & McGregor
- Balben Property Transfers
- Beaumont Lawyers
- BJT Legal
- Boutique Conveyancing
- Coast to Coast Conveyancing
- Cohen Veshut
- Duffy & Simon
- Dwyer Robinson
- Eastcoast Conveyancing Group
- eConvey
- Eidelweisz Lawyers
- Ellinghaus Weill
- Engel & Partners
- First Class Legal
- FLA Partners
- GLN Conveyancing Services
- Hailes Lawyers
- Harwood Andrews
- Heinz Partners
- Hibbert & Hodges
- Home Conveyancing Reservoir
- Indeed Convey
- John M Davine
- Just Conveyancing
- Kerrie O'Sullivan
- KHQ Lawyers
- King Legal Group
- Lauren Dent Conveyancing
- Leading Edge Conveyancing
- Local Lawyers
- Macquarie Local Government Lawyers
- Melbourne City Council
- Merton Law Group
- MGR Solicitors
- New Door Conveyancing
- Oakleys Law
- Online Conveyancing (Vic)
- Phuoc Minh Tran
- PT & Associates
- Robertson Conveyancing
- Rotman & Morris
- Russell Kennedy Lawyers
- Sargeants Port Phillip
- Septimus Jones & Lee
- SF Conveyancing
- SLM Lawyers
- Tisher Liner FC Law
- TZ Lawyers
- V Lin & Co
- Wakefield Vogrig & Boote Lawyers
- Warren Graham and Murphy
- White Cleland
- Verhoeven & Curtain
- VicRoads

The list of ELN subscribers is available on the [SPEAR website](#).

Period	Subdivision Act Lodged at LUV	Boundary Plans Lodged at LUV
Pilot	35	132
Jan 2018	8	13
Feb 2018	10	10
Mar 2018	15	11
Apr 2018	24	16
May 2018	47	12
Jun 2018	36	10
Jul 2018	40	14
Aug 2018	49	14

Sep 2018	40	4
Oct 2018	61	15
Total	365	251

Summary of SPEAR ELN lodgments to 31 October 2018

SPEAR ELN subscriber survey

An online survey was distributed to SPEAR ELN subscribers in November to obtain feedback on their experience with the ELN to help shape future releases of SPEAR.

If you have not yet completed the survey, please do so by 29 November 2018 as the SPEAR team wants to hear your thoughts!

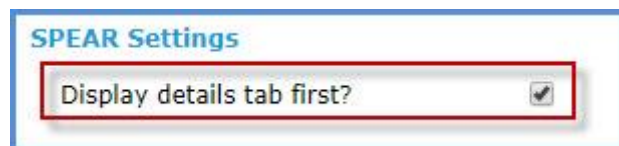
Handy hints

Changing user settings in SPEAR

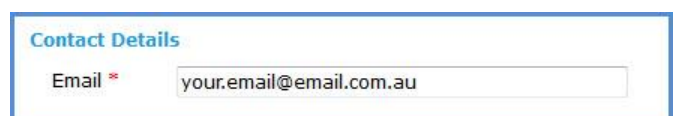
There are several options available for users to streamline navigation through SPEAR, which can be updated by the SPEAR user via the 'Settings' link, without the need to contact your Local Administrator or the SPEAR Service Desk.

One of the most useful settings allows you to elect to navigate directly to the 'Details' tab rather than first viewing the 'Summary' tab. This will save you time and extra mouse clicks if you mostly work from the 'Details' tab.

To access your user settings, click on the 'Settings' link in the SPEAR banner. Then scroll down to 'Display details' tab and check the box.



You can also maintain your contact details from the 'Settings' screen. It is important that your email address is correct as it is used with forgotten passwords and password resets. Ensure that it is your email address and not the email address where SPEAR notifications are sent for your organisation.



SPEAR ELN: Nominating a paper title to a SPEAR lodgment

Lodging parties in possession of paper certificates of title supporting a SPEAR ELN lodgment must nominate the titles before submitting for pre-lodgment check.

Instead of physically providing the paper titles to Land Use Victoria, SPEAR ELN subscribers can invalidate and/or destroy them and submit an 'Application to convert a paper Certificate of Title to an electronic Certificate of Title' (CPCT) form by email to advice.inquiries@delwp.vic.gov.au

Land Use Victoria will notify the SPEAR ELN subscriber when the conversion is complete. The electronic certificate of title can then be nominated to the SPEAR lodgment using PEXA.

The CPCT form is available on the Land Use Victoria website at propertyandlandtitles.vic.gov.au > Forms, guide and fees > Title management. Please ensure you enter a customer code which is eligible to hold eCTs (e.g. your PEXA customer code) when completing the form.

From SPEAR Release 4.9 in May 2019, nomination to support a SPEAR ELN lodgment will no longer be required if the lodging party controls the eCT.

Digital Survey Geometry

Applicant Contacts (surveyors) are prompted to supply Digital Survey Geometry (DSG) files in SPEAR to assist the Vicmap maintainer in updating the digital cadastral map base. DSG files are requested for section 22, 32, 35, 35(8) and 37 Subdivision Act dealing types and OP applications where a plan of crown allotment is added. Files are requested to be supplied in CAD format (.dgn, .dxf, .dwg or land.xml).

DSG files can be submitted on GDA2020, GDA94 or on local datum but surveyors are encouraged to use GDA2020 for all new DSG files. Road names and implied easements created by the subdivision are to be included.

The supply of DSG, in the development stage of the plan of subdivision, facilitates the early incorporation of this data into Vicmap. Therefore, SPEAR prompts Applicant Contacts to provide the DSG file when the application is in 'Draft' status. The early provision of the DSG will benefit developers as addressing can be loaded, which is key to obtaining building permits and utility connections.

Applicant Contacts that opt-out of supplying the DSG file may attach it at any time prior to certification. To ensure the map base is updated effectively, SPEAR recommends attaching an updated file every time the parcellation or datum changes on the plan.

Once the plan is certified, DSG files can no longer be supplied in SPEAR. If the DSG file needs to be submitted after certification, please email vicmap.help@delwp.vic.gov.au

Referral authority responses

When a referral authority provides a referral response in SPEAR, they must select the nature of their response. The response option selected should reflect their response outlined in the letter that is attached.

If a referral authority requires further information or alterations to the plan, then the 'Request for further information' or 'Request suspension of time' option should be selected. The required information or alterations should be outlined in the attached letter.

If a referral authority believes the application cannot proceed due to significant issues with the proposal, and that the issues cannot be resolved with plan amendments or further information requests, then they must select 'object to the granting of the permit' or 'refuse consent' to the subdivision. The response letter will instruct the Responsible Authority to refuse the planning permit or refuse certification.

If the referral authority was referred to incorrectly, the 'No referral required' option should be selected.

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.

2018 Training dates

Responsible Authority – council

Thursday 22 November

2019 Training dates

Responsible Authority – council

Tuesday 12 February, Thursday 16 May, Tuesday 6 August, Thursday 21 November

Internal referral authority

Tuesday 12 February, 6 August

Applicant Contact

Thursday 21 February, Tuesday 7 May, Thursday 15 August, Tuesday 12 November

Referral authority

Thursday 21 February, Tuesday 7 May, Thursday 15 August, Tuesday 12 November

Support

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

Contact the SPEAR team 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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