



SPEAR Bulletin

Surveying and planning through
Electronic Applications and Referrals
October 2019

Registrar's Requirements

On 11 July 2019, the Registrar of Titles determined Version 7 of the Registrar's Requirements for Paper Conveyancing Transactions which introduces the following requirements for licensed surveyors:

- All plans and surveys first signed by a licensed surveyor on or after 1 January 2020 must be submitted in SPEAR.
All owners corporation information for a plan first signed by a licensed surveyor on or after 1 January 2020 must be submitted using the Excel spreadsheet available in SPEAR.

These requirements are a key step towards achieving 100% electronic lodgment.

Licensed surveyors are recommended to start submitting all applications in SPEAR as soon as possible, if they are not already. Responsible Authorities will need to reject any applications submitted in paper by a licensed surveyor from 1 January 2020, as these will not be accepted for lodgment by the Registrar.

Note: Plans not submitted by a licensed surveyor (e.g. removals of restriction submitted by the registered proprietor directly) and plans that span two or more Local Government Areas can still proceed in paper, as SPEAR does not support these types of plans. All other plans and surveys must be submitted in SPEAR.

Please refer to [Version 7 of the Registrar's Requirements for Paper Conveyancing Transactions.](#)

SPEAR Release 4.9.5 changes

SPEAR Release 4.9.5 (August 2019) marked an important milestone in support of the Victorian Government's digital strategy with the SPEAR Electronic Lodgment Network (ELN) able to facilitate electronic lodgment of all plan-based transactions.

The release specifically introduced functionality to:

- allow lodging parties to electronically lodge new application types using the SPEAR ELN
- allow lodging parties to create new application types using the SPEAR ELN
- allow Applicant Contacts to electronically lodge Road Alignment applications
- allow electronic lodgment of Crown Grant and Crown Lease applications
- allow lodging parties to request electronic lodgment access to the Applicant Contact after an application is released for lodgment
- improve the SPEAR public search to display all SPEAR applications
- remove the requirement to nominate a title for an electronic lodgment if the lodging party controls it (eCT only).

ePlan update

ePlan Pilot – survey findings

Following the conclusion of the ePlan Pilot in June 2019, Land Use Victoria (LUV) sought feedback from the pilot participants on their experiences with ePlan, the related ePlan services, training and support. The findings of the survey have been summarised below:

Benefits participating in the pilot

- faster registration time for submitted ePlans
- reduction in internal checking processes
- learning the process of creating an ePlan
- being at the coalface moving forward given that ePlan is inevitable.

Issues and initiatives raised

- ePlan creation process is time-consuming compared with the current PDF Plan preparation process; particularly creating an ePlan for the first time
- vendor software contained bugs and appeared to lack maintenance
- submitting Abstract of Field Records (AFR) in ePlan format would be advantageous.

Willingness to continue with ePlan post pilot

- 85% of respondents are willing to continue submitting ePlans
- 75% of respondents are willing to participate in a multi-lot case study undertaken by the ePlan team.

Rating of ePlan services, training and support

- 62% of respondents rated the ePlan-enabled CAD software as either very good or good
- 62% of respondents rated the Validation Service as either very good or good
- 54% of respondents rated the Visualisation Service as either very good or good
- 62% of respondents rated the Visualisation Enhancement Tool as good
- 62% of respondents rated training very good or good
- all respondents rated the ePlan and Service Desk Support as either very good or good.

Initiatives resulting from the ePlan pilot

- LUV will continue to offer the 5-business day registration target for all ePlans
- suggested improvements to the ePlan-enabled CAD software have been reported to the relevant vendors

- improving the ePlan creation process by developing a new service that converts a standard CAD file to a LandXML file and making this service available to CAD vendors to incorporate into their software
- general improvements to the ePlan Visualisation service based on user and business requirements, with further potential enhancements to this service being prioritised
- validation error/warning messages in the Validation service are being updated for ease of interpretation
- the Data Viewer is being enhanced to display validation error/warning messages
- functionality in the Visualisation Enhancement Tool is being developed to support the creation of multiple enlargement diagrams on a blank sheet and to support the creation of restriction diagrams
- LUV held a workshop with interested ePlan participants and discussed the feasibility of supporting AFR in ePlan format and visualising the AFR in an online application, potentially replacing the need for surveyors to prepare and supply AFRs in PDF format. LUV will continue its investigation and share outcomes with the surveying profession.

LUV will provide ePlan training as required. If you wish to receive training, please contact the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au

SPEAR ELN update

Interest in the SPEAR ELN has been gaining momentum, with the ESU team working hard to sign up and support an increasing number of lodging party organisations. There were 134 SPEAR ELN subscribers at the end of August 2019 and this figure is steadily increasing. This now equates to 12 per cent of all plan-based lodgements coming through the SPEAR ELN. A complete list of [SPEAR ELN organisations](#) is on the SPEAR website.

LUV hosted a SPEAR ELN information session on 6 September. Interest in the session from prospective lodging parties was overwhelming and new sessions will be planned to cater for the growing interest. Details of proposed new sessions will be made available, so stay tuned!

Handy hints

Inviting SPEAR ELN subscribers using 'Lodging Method' action and not as guests

With the increasing number of lodging parties subscribing to the SPEAR ELN, it's important for

Applicant Contact users to understand how best to invite lodging parties into SPEAR applications.

Lodging parties who have subscribed to use SPEAR should no longer be invited into an application as a guest. Maintaining a guest account in addition to an ELN account is confusing as the two types of access are not linked and their functionality is very different:

- **SPEAR ELN** access is granted to the firm (and all their SPEAR users). SPEAR ELN users have complete access to an application and can build lodging forms, supply other supporting information, digitally sign documents, lodge applications to LUV and track an application through all stages of the process
- **Guest access** is effectively 'view only' and limited specifically to the individual whose email address was used in the invitation. This means that multiple staff at the same firm cannot see the combined applications that their firm is dealing with. Guest access is also limited by status; guests cannot view applications in the system past the point of 'Lodged at Land Use Victoria'.

Instead of inviting lodging parties as a guest, Applicant Contacts are encouraged to first nominate the lodging method to check if the organisation is a SPEAR ELN Subscriber:

- select 'Nominate Lodging Method' from the 'Other Actions...' menu
- select 'Application Lodgement Form to be submitted for lodgment via SPEAR'
- type the lodging party's organisation name in the field until a match is returned. If no match, select 'Application Lodgment form to be submitted for lodgment via paper'
- click 'save and close'
- this action does not require authentication and can be completed by any user with 'Standard' level authentication or higher.

NOTE 1: If it is determined that the lodging method is paper, Applicant Contacts can then invite the lodging party as a guest.

NOTE 2: Nominating a lodging method does not mean that the Applicant Contact is releasing for lodgment or relinquishing control of the application to the lodging party. It is purely a means of involving the lodging party in the application early and may even fast track application processing by giving lodging parties time to review the application details and start preparing lodging forms in readiness for lodgment. 'Release for Lodgment' will still be required once the application has satisfied all other processing requirements.

For a complete list refer to the [SPEAR ELN subscribers](#) on the SPEAR website.

Using the SPEAR Owners Corporation spreadsheet

From 1 January 2020 licensed surveyors will be required to supply Owners Corporation (OC) information on a spreadsheet in SPEAR. Applicant Contacts are encouraged to familiarise themselves with the functionality of the spreadsheet, which can be downloaded from the SPEAR website:

<https://www.spear.land.vic.gov.au/spear/pages/applicants/how-do-i-set-up-my-plan-templates.shtml>

After populating the spreadsheet template, Applicant Contacts should click on the mandatory action to 'Add Owners Corporation Details' in SPEAR. Where an OC is being created or modified:

- the Applicant Contact will indicate that an OC schedule is required (and for certain dealing types, whether it is a new or existing OC)
- the OC spreadsheet will be attached to SPEAR by the Applicant Contact in XLSX format
- the XLSX file is provided independently of the plan PDF. SPEAR will validate the data in the spreadsheet and append a copy to the plan document (and Plan for Endorsement if selected)
- the appended OC schedule can be customised with a company logo by updating your SPEAR organisation settings
- a separate OC schedule **is not required** to be added to the PDF version of the plan.

After attaching the file and clicking 'next', the Applicant Contact will be prompted to supply additional information in relation to the OC, including:

- postal address for service of notices
- the purposes of the OC
- the basis for the allocation of lot entitlement and liability
- details of the limitations (if applicable)
- additional functions or obligations (if applicable).
- the additional information that is supplied by the Applicant Contact will be pre-populated on the OCAI forms that the electronic lodging party will review and sign. Providing accurate OC information helps the lodging party compile the lodgment.

Please refer to [SPEAR User Guide 56](#) for further information.

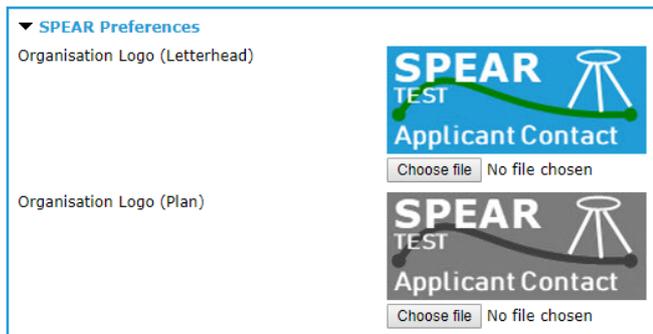
Adding a company logo to your SPEAR profile

SPEAR users can add a company logo to their organisational profile in SPEAR. These logos are applied to certain documents in SPEAR, including the header of SPEAR generated documents (produced from free text entry, i.e. referral responses/other doc type etc) as well as ePlans and the Owners Corporation

schedule that is generated and appended to the plan when the OC spreadsheet is used.

Your organisation's SPEAR Local Administrator can update the company logo as follows:

- in the SPEAR admin window go to the 'Create/Manage Organisation, Sites and Users' section
- ensure the relevant organisation site is selected from the list and click 'edit'
- go to the SPEAR Preferences section
- browse and select an image for both letterhead and plan, and click 'update'
 - The letterhead logo should be; JPG format, less than 500kb and 87 pixels high
 - The plan logo should be: JPEG format, less than 500kb and in grey scale



Contact SPEAR

T: 03 9194 0612

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

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

Training dates

SPEAR's 2019 training calendar is concluding with only three sessions available. If you wish to attend, please register your interest with the SPEAR Service Desk early, as the sessions book out quickly. 2020 training dates for all user groups will be published on the SPEAR website in October:

www.spear.land.vic.gov.au/spear/pages/about/news-and-events/training-dates.shtml

Applicant Contact

Tuesday 12 November

Referral authority

Tuesday 12 November

Responsible Authority – council

Thursday 21 November

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2019



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