

Purpose of this User Guide

The purpose of this User Guide is to provide guidance to Applicant Contacts about providing supporting survey documents, such as abstract of field records and surveyors report, together with survey mark details through SPEAR.

Who should read this?

Primary audience: Applicant Contacts

Introduction

SPEAR provides Applicant Contacts with the ability to submit surveyors report and abstract of field records to Land Victoria (LV) through SPEAR, and to submit the survey mark details to SMES. The addition of a "Surveyors Report" is now a mandatory action for all certifications in SPEAR. Applicant users will be prompted, by a mandatory action, to add the surveyors report once a plan application has reached the status of "Statement of Compliance". The mandatory action will only appear if the document has not already been added to SPEAR. The surveyors report may still be added at any time prior to reaching "Statement of Compliance" by selecting it from the "Other Actions" drop down list, and must only be digitally signed. Abstract of field records and Survey marks remain as optional actions, and LV will accept these documents in paper from the lodging party for SPEAR applications.

See [Technical Note 04](#) on the SPEAR website under "Frequently asked Questions" (FAQ's) for examples and guidelines for creating survey documents. There are subtle differences between survey documents provided through SPEAR and the current paper system.

10.1 How do you add survey documents to SPEAR?

- The surveyors report, and abstract of field records can be added to SPEAR at any time after an application has been submitted to SPEAR, or as a mandatory action when the application reaches the status of "Statement of Compliance"
- To do this, from the Details Tab, go to the "Other Actions" drop-down list and select "Add Surveyors Report" or "Add Abstract of Field Records"
- Browse for and attach the previously prepared Surveyors Report or Abstract of Field Records in PDF format in accordance with the requirements set out in [Technical Note 04](#) and click the 'add now' button.

- To complete this process, the document/s must then be digitally signed by a licensed surveyor using a Digital Certificate.
- The action to add a surveyors report and/or abstract of field records is available to the Applicant Contact in SPEAR up until the application is lodged at LV.

10.2 How do you add survey mark details to SMES?

- Adding survey mark details to SMES via SPEAR is optional. They can be added to SMES at any time up until the status "Registered at Land Victoria". Using this function allows the SMES database to be updated earlier.
- If you provide SMES with survey mark details via SPEAR, you will still be required to provide a table of survey mark details as an addendum to the surveyors. This functionality is provided to make mark details available to the industry.
- To add survey mark details to SPEAR, from the Detail Tab, go to the "Other Actions" drop down list and select "Add Survey Mark Details". Click the 'go' button. This will take you to the screen where you will be able to enter the mark details.

Return to Application List | View Document Rules | Settings | Contact Us | Help | Logout

77 SUNSET STREET, EASTERN 3777
Council: Casey City Council
Planning Permit and Certification
Dealing Type: Section 22 (Subdivision)
Application Status: Referred
References: SPEAR Ref # - S003842E

Planning & Subdivision Applications Online Adam Ronaldo
Applicant Contact, Administrator
(Signing User)
Current User Role: Applicant Contact / Oberon Surveys Pty Ltd

SPEAR

Summary Details Contacts

Add Survey Marks

PS number: PS620229J
SPEAR Reference Number: S003842E

Crown Allotment / Section
Parish

Datum / Projection: GDA/MGA Zone: 54 Hz Technique / Order: Cadastral/4 data Vz Technique / Order: 4th Order/4

Enter all survey mark details:
Surveyor Registration Number

Type: Select... Mark Number: Easting: Northing: AHD Height (optional):

These survey marks are ready to be exported to SMES

[Add more survey marks](#)

add now **cancel**

Adding Survey Mark Details

- Fill in each field or select the appropriate option from the drop down boxes as described in the table below.

- The screen must be filled in separately for each survey mark.
- Click on the [add more survey marks](#) link to add each new mark.
- Tick the confirmation: "These marks are ready to be exported to SMES". This will send a notification to SMES with the survey mark details included as an attachment.
- Authenticate the action to complete the process.
- The following table outlines the rules about the data that **must** be entered into each field so that SMES can take up the information automatically:

Field Name	Information format required
Crown Allotment/Section	There is no set format for this information.
Parish	Parish code must be supplied: Numbers must be in the range 2001 to 4099
Datum / Projection	Select one from: <ul style="list-style-type: none"> • GDA/MGA • AGD/AMG
Zone	Select either Zone 54 or Zone 55
Hz Technique / Order	This is a default setting which can not be changed: "Cadastral/4 data".
Vz Technique / Order	Select one from: <ul style="list-style-type: none"> • 4th Order/4 • Trig Heighting/5
Surveyor Registration Number	All 4 digits must be supplied (including a leading "0" if applicable).
Type	<ul style="list-style-type: none"> • Select either "PM" or "PCM"
Mark Number	<p>For the instance where Type = PCM, the user must enter "1", then the Surveyor Registration Number (4 digits) and an assigned sequence number of their choosing.</p> <p>For the instance where type = PM, the user must enter pppnnnnn where pppp = a four digit code relating to the Parish ID and may range from 2001 to 4099. Nnnnn = a five digit sequential number ending in zero of the Surveyor's choosing.</p>
Easting and Northing	Eg: 635686, 5816051
AHD Height (optional)	<p>This is an optional field.</p> <p>If entered, the minimum height is 0.00.</p> <p>If entered, the maximum height is 2000.00</p>

10.3 How do you view survey mark details you have added to SMES?

- You can view and print survey mark details you have added to an application by selecting "View Survey Marks" from the "Other Actions" drop down list in the Details Tab.
- This will take you to the View Survey Marks screen where you are able to either print or download the details you have entered into SPEAR.

Need more information?

Further information on this topic can be found by:

1. Visiting the SPEAR website www.landexchange.vic.gov.au/SPEAR.
2. Contacting the SPEAR Service Desk on 8636 3049 or email spear.info@dse.vic.gov.au
3. Selecting the Help link in the relevant area of the SPEAR system.