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What is a Survey Assessment Report?

- A Survey Assessment Report (also known as Survey Report) is a detailed report prepared by our office providing status and survey related advice on Government land.

- Reports are requested by a Government Department or Region of the Department of Environment Land Water and Planning (DELWP) proposing to deal with land that they administer (Crown Land) or own (Freehold land).

- A report will typically outline the boundary, status or management issues that may impact a proposal for the subject land. Advice on the survey works (if any) and plans required to achieve the proposal are provided.

- A report generally includes a plan, site photos, planning property report and any other information considered relevant to the site.

- In most cases a site inspection is carried out prior to the report being prepared.
A typical report would include the following information:

- Purpose of the report i.e. what is the proposal?
- List of references and attachments
- Status of the subject land
- Description of the site
- Indicative parcel and land status boundaries
- Information regarding access arrangements
- Planning information (zones/overlays)
- Reservations and services (Dial Before You Dig)
- Recommendations, Survey and Plan Requirements
  - Is a survey required?
  - Who will do the survey? OSGV or contract?
  - What plans are required?
  - Additional actions required i.e. revocation, road closure, divestment etc
  - Our report generally will not address Native Title. The Regions have their own Native Title Officers who address Native Title matters.
Who are Survey Assessment Reports prepared for?

- Reports are typically prepared for Government Departments and DEWLP Regions

- Requests are forwarded to our office directly from Government Departments or DEWLP Regions when they are proposing to deal with land that:
  - Is not based on ‘modern’ survey
  - Requires further parcellation or consolidation
  - Has complex natural boundaries
  - Has underlying status complexities i.e. what part of the land is reserved?
  - Has other complexities relating to cadastral matters that are not clear from existing records
  - Sometimes the Regions will seek our advice on whether a Survey Assessment Report is required.

- Commonly requested for land that has been determined as surplus following a Strategic Crown Land Assessment.
  - Sale to adjoining land owner
  - Sale by public auction
Who are Survey Assessment Reports prepared for (cont.)

DELWP Regions
- Port Phillip/Barwon South West/Grampians/Loddon Mallee/Hume/Gippsland
  - Proposed sale of surplus land
    » Boundaries need to be defined
    » Land needs to be subdivided
    » Land needs to be consolidated
    » Crown Lease
    » Reservation → CoM

Department of Treasury and Finance
- Proposed sale of surplus land
  » Crown Land → Grant
  » Freehold → Sell
  » Value based

Department of Education and Training
- Proposed change to property portfolio
  » Land swaps
  » Status updates e.g. revocation of reserve

Victrack and Council
Who prepares Survey Assessment Reports?

- OSGV Licensed Surveyors – Melbourne office servicing the whole of Victoria
  - Exception is the Loddon Mallee Region

- Contract Survey Firms
  - Limited involvement at present, but arrangements can be made for contract surveyors to prepare these reports if requested by DELWP. These requests may be made when large projects require a lot of reports
  - Cost?
Example Survey Assessment Report

1 PURPOSE
To provide survey advice relating to the ongoing provision of a lease pursuant to Section 17D of the Crown Land (Reserves) Act 1978. The extent of the existing lease has been coloured red on the attached plan A/26.09.17

2 REFERENCES (attached)
- Plan A/26.09.17
- Current Lease Plan File No: 0000022 - Labelled Appendix A.
- Feature Plan - Ref K3047958A prepared by Duncan Salt.
- Marneendi Shire Council - Register of Public Roads.
- Bundarra Proman Areas Report.

3 SUBJECT LAND, CURRENT CONDITIONS AND ACCESS
A site inspection was completed on 26 July 2017. The existing lease area is located within the 50.18m wide Permanent Public Purpose Reserve along the Gooboom Road. The lease area consists of part of the applicant’s access track, dwelling and water tank. The existing lease area of 584m² is coloured red on the attached plan A/26.09.17.

The existing lease area is used for vehicle access to the applicant’s land (Lot 3 on PS607956A) but does not have direct road access. Access is via a bitumen surface extending approximately 50m beyond the existing Government Road corridor. The full length of the bitumen surface from Marneendi Highway to the road is known as Riverside Road and is located on the Council’s Road Register. That part of the bitumen surface projecting beyond the Government Road corridor is partly located over unsealed Crown land and partly located over Crown land permanently reserved for Public Purposes. It is noted that the applicant’s title does not have a legal road access. Access to the applicant’s land is gained via the driveway located on the leased portion of the Permanent Public Purposes Reserve. Refer above.

4 LEASE BOUNDARIES
Refer to plan A/26.09.17.

The existing lease boundaries have been derived from the Lease Plan on file No 0000022. The Plan does not contain dimensions. The southern extent of the existing lease appears to match the location of an old fence shown on the Feature Plan attached. The fence has since been removed.

It is recommended that the southern extent of the lease area be extended to accord with the projection of the south-east boundary of Lot 3 on PS607956A. See area labelled X on A/26.09.17.

5 PROPOSED GOVERNMENT ROAD BOUNDARIES
Refer to plan A/26.09.17.

The proposed new Government Road has been located blue and green on the attached plan A/26.09.17. The western alignment fixed in PS607956A has been adopted and extended so that it crosses the bitumen surface known as Riverside Road. The proposed Government Road would provide legal road access to the island area, and Lot 3 on PS607956A (the applicant’s land).

6 LAND STATUSES

<table>
<thead>
<tr>
<th>Parcel</th>
<th>Proposed</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>Continuous Lease</td>
<td>Lease Permanent Public Purpose Reserve</td>
</tr>
<tr>
<td>(B)</td>
<td>Government Road &amp; Permanent Public Purpose Reserve</td>
<td>Permanent Public Purpose Reserve</td>
</tr>
<tr>
<td>(C)</td>
<td>Government Road Permanent Public Purpose Reserve</td>
<td>Permanent Public Purpose Reserve</td>
</tr>
<tr>
<td>(D)</td>
<td>Lease Permanent Public Purpose Reserve</td>
<td>Permanent Public Purpose Reserve</td>
</tr>
</tbody>
</table>

7 PLANNING INFORMATION
The land is located within the Public Conservation and Reserves Zone (PCZ) of the Marneendi Shire Council, is affected by an Environmental Significance Overlay (ESO), a Bushfire Overlap (BO) and a Land Subject to Inundation Overlay (LIO). The lease area is also in a Bushfire prone area and within an Area of Aboriginal Cultural Heritage Sensitivity due to its proximity to the watercourse.

7 NATIVE TITLE
Native Title has not been assessed in this report.

8 RECOMMENDATIONS, SURVEY AND PLAN REQUIREMENTS
8.1 Subject to the necessary approvals and consents, there is no survey requirement to the issuing of a lease pursuant to Section 17D of the Crown Land (Reserves) Act 1978 for the area coloured red A/26.09.17. It is recommended that the area labelled X be added to the lease.

8.2 The bitumen surface being used for access should be created as Government Road. The creation of Government Road will align the status of the land with the use of the land, and provide consistency with the Marneendi Shire Council’s Register of Public Roads.

8.3 A cadastral survey is required to determine and mark the lease area and Government Road perches on the ground in accordance with the Surveying (Cadastral Survey) Regulations 2015.

8.4 The survey is to be registered as an OP and will incorporate a Plan of Crown Allotment, Abstract of Fee Simple and Licensed Surveyor’s Report.
Common findings

Crown Folio or Crown diagram does not tell the whole story

- Further research and compilation of historic information is required using:
  » LASSI
  » Parish Plans
  » Government Gazettes
  » Survey Records (Historic and recent)
  » Put Away Plans
  » Site Inspection
  » Aerial Imagery

- Crown Folio has a ‘part’ status
  » Often a determination of the ‘part’ boundary is required
Common findings (cont.)

Parcellation and/or survey required:

- Land is to be sold
- There is no existing survey information for the subject land
- The subject land is not ‘captured’ as an existing parcel e.g. some Government Roads and watercourses
- The parcel is based on a historic survey and boundaries and dimensions need to be updated

The land contains Authority assets that need to be located and protected

- It is important that a thorough investigation is undertaken
- No referral process
Access issues
Proposed sale of Government Road to the registered proprietor of the adjoining freehold land, being Lots 1 & 2 TP849759M

The site inspection found that part of the Road outlined Green was being used by the neighbouring farm to the south for access to a paddock
Common findings (cont.)

The occupation and use on the ground does not fully support the proposal

Former school site comprising two Crown Allotments

CA16G (Blue)
- Freehold

CA16E (Green and Red)
- Reserved Crown Land

Crown Subdivision required
Revocation required
Government Road required
The zoning of the land is not compatible with the applicants land i.e. land needs to be re-zoned. This can be a timely process.
Crown Survey Requirements

- Purpose of Crown Surveys
- Who performs Crown Surveys?
- Survey requirements
- Abstract of Field Records
- Licensed Surveyor’s Report
- Plan of Crown Allotment
- Lodgement and approval process
Purpose of Crown Surveys

To define, parcellate or consolidate Crown Land. Often undertaken to support a land status change or to define land to be sold/granted.

Examples include:

- Closure of Government Road and sale to adjoining land owner
  - Survey to define the extent of the Road to be closed. New Crown Allotment created
    » Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor’s Report
- Creation of Government Road
  - Survey to define the extent of the Road to be created. New Crown Allotment created
  - Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor’s Report
- Survey to support the sale of Crown Land
  - Survey to define the land to be sold
    » Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor’s Report
- Survey to support the Reservation of Crown Land
  - Survey to define the land to be Reserved. New Crown Allotment created
    » Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor’s Report
- Survey to capture other existing or intended interests over Crown Land
  - Survey to define the extent of the interest as a unique parcel (A, B etc for services) that may be referred to in supporting information
    » Plan of Survey, Abstract of Field Records and Licensed Surveyor’s Report

*The OP is used to define the parcel. The OP is then used as a reference for further action (revocation etc..)
*TP can only be prepared for Unreserved Crown Land
Who performs Crown Surveys?

- Licensed Surveyors in the Cadastral Infrastructure and Standards (CIS) team of the OSGV. We currently have 8 Licensed surveyors in the CIS team.
- Contract Survey firms. OSGV has a Register of Contract Survey Firms.
- Survey firms not on our Register of Contract Survey Firms. Survey documentation that has been prepared by a firm that is not on our contract list can be accepted.
  - This situation generally arises when a surveyor has completed a survey for a land manager (Council or CoM) or a neighbouring land owner (applicant wanting to purchase the land) prior to OSGV becoming involved in the process.
  - This situation is not ideal. Often survey and plan requirements are not known at the time of survey and significant amendments are required.
  - An e-mail enquiry to surveyor.general@delwp.vic.gov.au or a phone call to (03) 9194 0282 prior to commencing survey works in the above case is recommended.
Survey requirements

It is important that the survey and submission requirements are known and understood prior to commencing works.

Survey requirements are often provided as part of our Survey Assessment Reports. For contract surveys, the requirements are provided as part of a quotation request sent to the surveyor.

If approached directly by a Government Agency or third party, it is important to contact our office to confirm the following:
- Survey requirements
- Templates to be used
- Lodgement and approval process to be followed

OP and Crown Allotment numbers will be provided by our office once draft copies of the documents have been provided for review.

1. Survey Requirements

1.1 Re-establish an additional Crown parcel in the vicinity of the Caltex facility on Burleigh Street Spotwood, namely Crown Allotment 66E Section 7.
1.2 Update the survey documentation (abstract of field records and licensed surveyor’s report) prepared in 2015 to also include Crown Allotment 66E Section 7.
1.3 Investigate the presence of assets within the subject land and determine if where easements may be required. A site inspection and review of the dial before you dig information suggests that the site may contain Authority assets and/or assets used by other parties.
1.4 The adopted boundaries are to be marked on the ground, where practicable, in accordance with the regulations and directives.
1.5 For additional background information, please refer to attached Survey Reports prepared by OSGV for the subject land:
   - MEL-68436 - Crown Allotment 66E Section 7
   - MEL-67747 - Crown Allotment 2153. 38A Section 7 and 32E Section 7.

2. Submission

2.2 The four Crown Allotments, comprising the subject land are to be shown in full on the plan and abstract.
2.3 The OP plan and survey documents are to be submitted to the Office of Surveyor-General Victoria via the relevant application in SPEAR. MEL-68436 is to be used as the SPEAR reference when prompted.
2.4 Prior to the uploading of the documents in SPEAR, pdf versions are to be emailed to Shane Rumpage at shane.rumpage@delwp.vic.gov.au for checking and comment.

Abstract of Field Records

Abstract of field records template formats

Licensed surveyors are required by Regulation 12 of the Surveying (Cadastral Surveys) Regulations 2015 to ensure that field information is recorded schematically on an abstract of field records.

Further Information

For location and contact details, visit contact us.

Your standard Abstract of Field Records template should be used. Your logo can be included.
5. Licensed Surveyor’s Report

The licensed surveyor’s report is a formal declaration made in accordance with Regulation 15 of the Surveying (Cadastral Surveys) Regulations 2015 and must be prepared to accompany any plan or application lodged with the Surveyor-General or the Registrar of Titles.

5.1 Title and requirements

The report is to be titled Licensed Surveyor’s Report.

A clear and concise report is an important element of every cadastral survey and should be comprehensive to assist in justifying the re-establishment and its acceptability. The report and abstract should support each other, being consistent and compatible. If the licensed surveyor’s report is deemed inadequate or incomplete by the Surveyor-General or the Registrar of Titles, the surveyor will be required to submit an appropriate report prior to registration.

Specific information regarding the requirements of the Registrar of Titles can be found at www.propertyandlandtitles.vic.gov.au/land-titles/subdivision-and-consolidation

5.2 Format of report

The licensed surveyor’s report template available at www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives can be used as a guide to the heading descriptions and what is required in the report. Other headings may be inserted as required, however, the report is to address each of the issues outlined in the template.

5.3 SPEAR requirements

The survey company/firm/organisation details or logo must be positioned so that the requirements of SPEAR Technical Note 4, available at www.spear.land.vic.gov.au/spear/pages/applicants/how-do-i-set-up-my-plan-templates-sheet, are accommodated. This is to allow the insertion of the digital signature. Please note: a blank space of 90mm x 20mm must be allocated in the bottom right hand corner of each sheet as shown below.

Company information and page numbering can be included in the footer of the first and subsequent sheets, but it must continue to satisfy the above requirement.
Plan of Crown Allotment

Original plans and title plans templates

Original plans and title plans must be prepared in a standard manner and can be lodged with the Office of Surveyor-General Victoria through SPEAR.

From time to time licensed surveyors are required to prepare Original Plans (OP) and/or Title Plans (TP) for Crown Grant purposes for certification by the Surveyor-General.

Licensed surveyors are required by Regulation 14 of the Surveying (Cadastral Surveys) Regulations 2015 to certify the plan and must certify the plan in accordance with either Schedule 2 or Schedule 3 of the regulations.

Original plans and title plans must be prepared in a standard manner and can be lodged with the Office of Surveyor-General Victoria through SPEAR.

The Surveyor-General provides the following templates for licensed surveyors to use in the production, preparation and lodgment of original plans and title plans in SPEAR.

Note: Arial font is used in each template. Lispacu users will need to import Arial font, before opening the template.

The files listed below comprise electronic formats and software commonly used by the industry. The list is not intended to be exhaustive or indicate a preference.

Surveyors may use any software to produce Original Plans and Title Plans.

Original Plans (ZIP, 383.4 KB)

Title Plans for Crown Grants (ZIP, 225.1 KB)

Further information

For location and contact details, visit contact us.

The templates provided on our website should be used to ensure the plan will be accepted by the Crown Survey Approval (CSA) team. Your logo can not be included.
Plan of Crown Allotment (cont.)

Plan of Crown Allotment - Survey

Plan of Crown Allotment - Non Survey
Lodgement and approval process

Requirements for lodgement of Plan of Crown Allotment and/or Plan for Crown Grant Purposes (Title Plan) for examination and approval via SPEAR.

The following information and procedures apply to all parties that wish to submit plans and/or survey documents via SPEAR to the Office of Surveyor-General Victoria for examination and approval.

Background

The Office of Surveyor-General Victoria has adopted the SPEAR system as a convenient way for Licensed Surveyors to upload and digitally sign plans and survey documents that deal with parcels of Crown land and require the Certification of the Surveyor-General. The implementation of the SPEAR system was not however intended to replace existing protocols for requesting the examination and approval for these types of plans by OSGV.

Process required to request examination of documents loaded into SPEAR

While the Crown Survey Approvals group in the Office of Surveyor-General Victoria is able to provide plan drafting services for plans relating to Crown land parcels, in some circumstances a private consulting surveying company may be engaged by a Government agency to produce plans and survey documents relating to Crown land without the knowledge of OSGV. Some Government agencies such as VicRoads and Water Authorities also have survey and drafting staff that may produce plans and survey documents relating to Crown land and have responsibility for administering in either case, the relevant Licensed Surveyor is able to use the SPEAR system to request examination of their plans.

However, it is important to note that SPEAR submissions will not be processed by OSGV and allocated for examination by the appropriate Crown Survey Approvals officer until formal instruction by the Government agency responsible for administering the subject land is received.

This is to ensure that the correct administration for the Crown land dealing has been established before documents are processed. As an example, the submission of plans dealing with Crown land to the OSGV is subject to the process of releasing finalised subdivision or application survey documents for lodgement with Land Registration Services – the documents cannot be processed until an application with appropriate ‘owner’ (Crown land administrator) consent and, where relevant, ‘mortgage’ (entitle with a right to use or manage Crown land such as a Licence or Committee of Management) consent is made.

In order for the process of OSGV examination to commence, the responsible Government agency administering the subject land is required to contact the OSGV via email (osg@dg.vic.gov.au) or the address shown below to provide details of the proposed dealing and formal instruction requesting OSGV services. The instruction is to include any relevant agency file references, details of the instructions that were given to the consulting surveyor in the completion of the survey (if relevant) and confirmation that the Licensed Surveyor has been requested to submit their plan and survey documents via SPEAR.

The surveyor will receive an email notification generated by SPEAR when the OSGV accepts or rejects the application within the SPEAR system. If such email has been received, then the first point of contact for the surveyor should be with the responsible Government agency to verify that they have made contact with Crown Survey Approvals and that appropriate instructions to proceed with the project have been provided.
Questions?