SPEAR

Surveying and Planning through Electronic Applications and Referrals

SPEAR Release Notes

Release 4.6

The following functional changes to SPEAR have been included in Release 4.6:

	Users Impacted	Feature	Description
1.	All Users	Machinery of Government change CR4699: PE1772	Update the Land Victoria name in SPEAR to Land Use Victoria. Land Victoria has been replaced with Land Use Victoria in all areas of the application and website.
2.	All Users	Session timeout CR4784: PE1742 (Session Time out)	Introduce a 'soft log out' to improve the session time out in SPEAR. A soft log out screen is activated after 60 minutes of inactivity. Once the soft log out is triggered, the SPEAR screen is obscured and the user must enter their password to regain access to the active session. This change will specifically improve the potential for lost data through data entry in SPEAR, as the user will regain access to the screen that was active at the time the soft log out occurred.
3.	Applicant Contact	Owners Corporation CR4815: PE 1755	Improvements to the way an Owners Corporation (OC) schedule spreadsheet is supplied and visualised. • Applicant Contacts can elect to append the OC schedule to the plan for endorsement. • The OC schedule may be supplied as an optional action for planning permit applications, and if supplied, will be appended to the plan for endorsement • Formatting updates on the visualised OC schedule, including correction to template line alignments and label fixes.
4.	Applicant Contact	Owners Corporation CR4815: PE 1086	Watermarking improvements: • SPEAR to watermark the Surveyors Plan Version Number on the visualised OC schedule so it is consistent with the Plan of Subdivision. • SPEAR will allow users to nominate the Licensed Surveyor who is associated with a plan, at the time that the plan document is attached by selecting their name from a drop-down menu on the 'Add Plan of Subdivision or Consolidation'. The surveyor name will be displayed as part of the new watermark prior to the plan being signed. • Users will be able to search for applications based on the signing surveyor from the Application List.
5.		Usability	Enhancement to council certification forms.

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		CR4814: PE1396	Section 35 or 35(8) certification form improvements: • The Form 4 is updated to provide radio button selections for the relevant certification statements • The option 'This plan is exempt from part 3 of the Subdivision Act 1988' is now displayed under the Statement of Compliance heading.' Section 24a certification form improvements: • The Form 2 for a Section 24a plan (vesting / removal of a reserve) will provide an option to say that plan is exempt from Part 3 of the *Subdivision Act 1988*. When selecting this option, any outstanding referral responses for SOC will automatically be closed by the system and a SOC decision is not required. **Note:** If there is an un-authenticated certification Form 2 or 4 in the system at the time of the SPEAR Release 4.6, and the Responsible Authority chooses to edit this after Release 4.6 is implemented, the form will be cleared of its data and the certification options will need to be re-selected by the user. If no change is made, the form can be authenticated in its existing state.
6.	Responsible Authority	Usability CR4814: PE1625	Improve 'Assess response to RFI' options for council. When the Applicant Contact submits a response to a 'Request for Further Information', the Responsible Authority must assess whether the response satisfies the original request or not. The options on this screen have been reworded to make them easier to understand, and a new option 'Lapse the planning permit application' directly has been introduced.
7.	All Users	Usability CR4814: PE1718	Add a link to the Certification Decision to open the certified plan. Where the Certification Decision is watermarked directly on the plan (enhanced watermarking), there is now a link to 'view plan' next to the Responsible Authority's decision record on the Details Tab. This allows a user to click and view the certified plan directly from the Responsible Authority section.
8.	Applicant Contact	Usability	Organisation logos for secondary sites in SPEAR.

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		CR4814: PE1732	A logo can also be assigned to a secondary site profile. This logo is applied to both SPEAR generated letterhead and plans (ePlan and OC schedules) supplied by that site, independently of the logo which has been assigned to the primary site (head office). Where a site logo has not been supplied, then the primary site logo will be used.
9.	Applicant Contact	Usability CR4814: PE1760	Improve application declaration. This change improves the declaration text when the applicant contact elects to 'Declare and Submit' the application, to reflect that "the owner (if not myself) has been notified about this application".
10.	All Users	Usability CR4814: PE1764	New email address for SPEAR notifications. SPEAR email notifications will be sent from a new email address - spear.notifications@delwp.vic.gov.au **Note:** Organisations with existing mail rules may need to update them to ensure they function correctly with the new email address. **Note:** The new email address is not monitored. Users wishing to email the SPEAR Service Desk for assistance must continue to use spear.info@delwp.vic.gov.au
11.	Responsible Authority	Planning Permit and Endorsement CR4790: PE1757	Allow the Responsible Authority to upload and endorse their own documents. The Responsible Authority can endorse 'Other Document Type' documents that they have uploaded. This allows the Responsible Authority to endorse something they have received outside of SPEAR. These documents can be selected and endorsed during the regular endorsement process, and can be modified by the Responsible Authority if required.
12.	Responsible Authority	Planning Permit and Endorsement CR4790: PE1773	Enhance endorsement workflow. Responsible Authority users, and particularly, non-signing users, can nominate the documents that require endorsement prior to the permit decision being authenticated. For example, a non-signing users can upload the permit document, and select the documents that require endorsement (if any), prior to notifying a signing user to

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			authenticate both decisions.
			The signing users is then able to authenticate both the planning permit and endorsed documents in one signing action.
13.	All Users	Application List CR4785: PE1692	Add key milestone dates to Application List. Many new data fields are now available to view in the application list. New data fields include: • Certification Date • Latest re-certification date • Number of lots • Nominated Licensed Surveyor • Registration Date • Permit Issue Date • Original SOC date • Latest SOC date • Certification conditions – indicator • SOC conditions – indicator • Notes – indicator These extra fields can be turned on by modifying the Application List. Application List data can be exported to excel using existing functionality. Users may find that the extra data fields are valuable in terms of reporting and application tracking.
14.	All Users	Application List CR4785: PE827	Application list filtering. A new 'Active' application filter has been added to the Application List screen. The application list can now be filtered to view 'Current', 'Active', 'Completed' and 'All' applications using the drop-down list in the right-hand corner of the table. The 'Active' Application List displays a sub-list of current applications within a status range relevant to the user role and their processing workflows, together with any applications the user has actions remaining. 'Active Applications' will be the default filter for Applicant Contact, Responsible Authority and Referral Authority users.

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			Note: Users can modify their Application List preferences by clicking on the settings link in an active session and changing the Application List filter options on their profile page. **Note:** The new 'Active' applications filter replaces the previous filter called 'Outstanding Actions' for Referral Authorities, but behaves in the same way.
15.	All Users	Application List CR4785: PE1726	Notes Tab Enhancement. Users can easily identify which applications have unread or read notes from the Application List. The 'Notes' column will display a blue tick to show there is an existing note, which has already been viewed by the user, or a red tick if there is a new unread note. Notes can be read on the Notes Tab within the application.
16.	Responsible Authority	Advertising CR4789: PE1471	Allow a Responsible Authority to load a third party Stat Dec for advertising. Where the Responsible Authority has indicated that the Applicant Contact is required to supply a signed declaration to support advertising and subsequently receive the document outside of SPEAR (ie: directly from the developer), the Responsible Authority user is now able to select an optional action to 'Add Statutory Declaration for Advertising', which will remove the mandatory action previously placed on the applicant.
17.	Responsible Authority	Advertising CR4789: PE1681	Indicate advertising completed outside of SPEAR. This change introduces the ability for the Responsible Authority to indicate that the advertising is being completed outside of SPEAR. If this is selected, the milestone table on the Summary tab / Application Overview (Public Search) will show 'Advertising: Outside of SPEAR', and public objections will not be enabled. Instead, the following screen text is displayed in the objector section: 'To lodge an objection, please contact <Responsible Authority Name>.'
18.	Responsible Authority	Advertising CR4789: PE1471	Defining the adverting period and a new status. If advertising is required, either through SPEAR or outside SPEAR, the Responsible Authority is required to indicate

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			the 'Advertising Period Complete Date'. The default period is 14 days from the current date, but can be altered using the date picker. SPEAR will use the date supplied to drive a new SPEAR status 'Permit Decision Pending (Currently Advertised)' which will be invoked if all Section 55 referral responses are received prior to the completion of the advertising period. In these cases, when the advertising period ends, the application status will then move to 'Permit Decision Pending' with a relevant email notification to the Responsible Authority. **Note:** For applications where advertising requirement was determined prior to the release, the 'Advertising Complete Date' will be shown blank, and will not prevent the application from progressing to 'Permit Decision Pending'.
19.	Lodging Party, Applicant Contact (Boundary Plans)	Electronic lodgement CR4731: PE1792	SPEAR application lodgement forms have been updated to include new signing text which is consistent with PEXA. This includes a user signing role – e.g. Australian Legal Practitioner, Licensed Conveyancer, Licensed Surveyor etc. **Note:** Due to this change, applications which are signed but not yet lodged will need to be re-signed after the release.