

SPEAR

Surveying and Planning through Electronic Applications and Referrals



SPEAR Release Notes

Release 4.8

The following functional changes to SPEAR have been included in Release 4.8:

	Users Impacted	Feature	Description
1.	Applicant Contact	<p>Allow surveyors to create additional application types in SPEAR</p> <p>CR5040</p>	<p>Allow Applicant Contacts (surveying firms) to create the following additional application types in SPEAR:</p> <p>Transfer of Land Act (TLA):</p> <ul style="list-style-type: none"> • Creation of Easement (Section 45) • Notification of Easement (Section 72) • Acquisition of Easement of Right (Section 88(2)) <p>Local Government Act:</p> <ul style="list-style-type: none"> • Transfer of Closed Road (Section 207D) • Road Exchange (Section 207E) • Road Alignments (previously located under the Transfer of Land Act application type) <p>Other:</p> <ul style="list-style-type: none"> • Amend Scheme of Development - Owners Corporation (Section 38B) • Amend Scheme of Development - Lot Owner (Section 38C) • Major Transport Projects Facilitation Act (MTPFA) • Supporting Plan Document <p>The Supporting Plan Document can be used when the surveyor is required to supply survey information to a lodging party in support of a dealing type not processed in SPEAR (i.e. a caveat or transfer to queen as to part). The workflow associated with this option does not involve the Responsible Authority and should not be used if they are required to be a part of the decision-making process.</p>
2.	Applicant Contact	<p>Enhance SPEAR Re-Certification process</p> <p>CR4916</p>	<p>Supplying a plan is now the first step in the re-certification process. When the user selects 'Add Application to amend certified plan (Form 8)', they will be required to first upload the new plan document (PDF or ePlan), before proceeding to the Form 8 screen.</p> <p>Note: If an ePlan Land XML file is supplied, SPEAR will prepopulate known information into the Form 8</p>

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			<p>screen, including any changes to the plan number, dealing type or number of lots.</p> <p>After completing the Form 8 requirements, the user is returned to the Details screen where they must authenticate the amended documents before submitting the proposed changes to the Responsible Authority.</p> <p>If an ePlan was supplied, it will be validated and an updated version of the ePlan validation report will be created.</p>
3.	Applicant Contact	<p>Allow rotation of Supplementary Abstract of Field Records</p> <p>CR4786</p>	<p>Update the Supplementary Abstract of Field Records document to allow rotation as a document action once it has been added. This will assist Applicant Contacts to correct signing watermark placement issues.</p>
4.	Applicant Contact	<p>Supplementary Surveyors Report able to be supplied with Supplementary Abstract of Field Records</p> <p>CR4786</p>	<p>Create new Supplementary Surveyors Report document in SPEAR. This will be optionally available for the Applicant Contact to add once a Supplementary Abstract of Field Records has been supplied to the application.</p> <p>Land Use Victoria will be able to request amendments to the Supplementary Surveyors Report in the same way other survey documents are handled.</p>
5.	Applicant Contact	<p>Mandatory requirement to supply new plan number with 98CA applications</p> <p>CR5040</p>	<p>Applicant contacts will be required to supply the new plan of subdivision number for TLA applications under section 98CA. The plan number will be validated to ensure it exists and has not been used previously.</p>
6.	Applicant Contact acting as a lodging party for	<p>Boundary Plan lodgment</p>	<p>SPEAR will no longer provide the Applicant Contact with the option to select 'The Lodging Party is representing itself as the sole Applicant' on the lodgment form for boundary plans as it is not applicable to the boundary plan dealing type. This will ensure that the correct signing text is displayed on the approval of boundary plan form and lodgment</p>

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	boundary plans	CR5072	instructions.
7.	Applicant Contact, Responsible Authority	Watermark Enhancements CR4985	<p>The following changes are being made to signing watermarks in SPEAR:</p> <ul style="list-style-type: none"> • "Licensed Surveyor" will appear in the signing watermark after the Licensed Surveyor's name when they digitally sign documents in SPEAR. • The organisation name is being removed from the Applicant Contact signing watermark to make room for "Licensed Surveyor". This is generally included in the surveying organisation logo. • The 'amended by' watermark will no longer be applied to OP, TLA, BP applications which are amended at the request of Land Use Victoria if the Plan Version Number is changed. • Council certification / SOC watermark is being enhanced to make the Public Open Space statement clearer. • The GAIC statement is no longer being shown in the 'Council Certification and Endorsement' panel watermark, however it can still be viewed in SPEAR.
8.	Responsible Authority	Allow councils to complete a Form 16 (Refuse Certification) on screen CR4911	Allow councils to complete a Form 16 (Refuse Certification) on screen instead of uploading a PDF. This brings the Form 16 process in line with other Certification / SOC processes in SPEAR.
9.	Responsible Authority	Prompt councils to re-check street addressing if a plan is modified after addressing is completed CR5103	<p>Council will be prompted to re-check street addressing if a plan is modified after the addressing is completed and prior to certification / re-certification. This will be displayed as a mandatory action, with the following options:</p> <ul style="list-style-type: none"> • No changes required to New Street Address Allocations, • Modify New Street Address Allocations <p>If 'Modify' is selected, then the user will go to the 'Confirm/Modify New Street Address Allocations' screen to provide the details of the new addressing.</p>
10.	Responsible Authority	Improve contacts functionality	<p>Enhance Responsible Authority reference number functionality to:</p> <ul style="list-style-type: none"> • Allow a designated contact to be defined for both the permit and certification component of an application.

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		CR4788	<p>(Note: Only users who are enabled to be Designated Contacts via their user profile, will appear in the list of available designated contacts. This setting can be turned on/off by an administrator).</p> <ul style="list-style-type: none"> • Extend the 'Notify Contact' function to allow the designated contacts to be notified separately that they have been added to the application. • Turn on application watching for the designated contact(s) in the application if they have opted to auto-watch applications. • If two designated contacts are defined, then display both on all screens that previously displayed only one designated contact.
11.	A2A-enabled Responsible Authority	<p>Update the A2A web service to allow permit and certification contacts to be set</p> <p>CR4788 CR5035 (A2A Dependency)</p>	<p>Allow Responsible Authority A2A partners to set the designated contact for both the permit and certification component of an application:</p> <p>Update the A2A webservice: LxSpearApplicationAcceptance.provideCouncilReferenceNumber</p>
12.	Referral authority	<p>Improve contacts functionality</p> <p>CR4788</p>	<p>Enhance referral authority reference number functionality to:</p> <ul style="list-style-type: none"> • Allow the referral authority to define a preferred contact for the application. • Add a 'Notify Contact' function to the RA Reference number screen, to send the contact a notification advising them that they have been added to the application. • Turn on application 'watching' for the preferred contact in the application if they have opted to auto-watch applications. <p>Note: The automatic application watching option will be available via the user settings page. If enabled, this will automatically watch applications (and send email notifications) to referral authority users who are nominated as the preferred contact in an application.</p>
13.	A2A-enabled referral authority	<p>Improve contacts functionality</p> <p>CR4788</p>	<p>Allow referral authority A2A partners to set the preferred contact for both the permit and certification component of an application:</p> <ul style="list-style-type: none"> • Update the A2A webservice: LxSpearReferral_4_3.provideRARReferenceNumber

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		CR5035 (A2A Dependency)	
14.	Lodging Party	Introduce automatic application watching and preferred contact functionality CR4788	Introduce the ability for lodging parties to specify a preferred contact person for an application. This will include an option to notify the preferred contact that they have been added to the application. Assigning a preferred contact will automatically set the application to 'watched' (and send email notifications) for the preferred contact if they have opted to auto-watch applications. Note: The auto-watch setting is controlled via the user settings screen.
15.	All users	Disable the back button in the web browser QC 9509	Use of the back button in the web browser has been disabled. A pop up error will appear instructing users to use the available navigation buttons in SPEAR instead (i.e. return/cancel). This will prevent issues reported by users in relation to data duplication and session conflicts.
16.	All users	Automatically deactivate users who have not logged into SPEAR for 12 months CR5042	SPEAR will automatically deactivate users who have not logged into SPEAR for 12 months. This will be recorded as a log event. De-activated users can be re-instated if required by an administrator.
17.	All users	Improve display of the Activity Log CR5043	Enhance the application activity log to: <ul style="list-style-type: none"> • Display events in reverse chronologically order (i.e. most recent events shown first). • If one action triggers multiple log events, then the order of display will be: <ol style="list-style-type: none"> 1. Document Authentication 2. Status Change 3. Notifications • Allow notification events to be hidden from the activity log by deselecting the 'show notifications' check box. • Allow the activity log to be exported to Excel

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18.	All Users	Update the 'Notes' tab with indicators CR5072	Update Notes tab with an indicator to show the status of the note (read or unread): <ul style="list-style-type: none"> • A red tick will be displayed on the Notes tab if there is new a note added by another user which has not been read by the logged-in user • A blue tick will be displayed on the Notes tab if there is a note added by the logged-in user or, if there is a note added by another user which has previously been read by the logged-in user
19.	All Users	Lodging Party Organisation Name to appear on Details screen CR5072	Update the Details screen to show the name of the lodging party organisation who has been nominated for the application.
20.	All users	Enable downloading the title allocation spreadsheet CR5084	In addition to the Title Allocation Notification PDF that is available to SPEAR users under the Land Use Victoria header of the Application Details, SPEAR users will also be able to download the title allocation data in .xlsx format.
21.	All users	Notification for Editing Service (NES) is being replaced with the Vicmap Editing Service (VES) QC9568	SPEAR will now send new street addresses to the Vicmap Editing Service (VES) instead of the previous Notification for Editing Service (NES). All references to NES in SPEAR will be replaced with VES. This will apply to screen labels, addressing forms, notifications etc.
22.	SPEAR and Local Administrators	Enhancing audit history and organisation / user list functionality CR4901	For administrators who are creating/editing users in SPEAR, update the 'View administrative audit history' to show additional log events as follows: <ul style="list-style-type: none"> • When an account is locked due to a failed password attempt • When a user initiates the password reset process via the 'forgotten password' link on the login screen

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			<ul style="list-style-type: none"> When SPEAR sends a new password hyperlink notification When a user changes their password (either through new password link notification, user settings or when the password expires on login)
23.	SPEAR and Local Administrators	<p>Enhancing audit history and organisation / user list functionality</p> <p>CR4901</p>	<p>The Create/Manage Organisations, Sites and Users screen is being updated to:</p> <ul style="list-style-type: none"> Distinguish between the organisation's primary site and secondary sites by indenting the secondary sites in the list Allow the Local Administrator to view inactive sites by checking the 'Show inactive organisations and sites' tick box. By default, only the active sites will be shown. <p>The Display Users screen has been updated to:</p> <ul style="list-style-type: none"> Display all users relevant to the selected organisation or site Introduce a 'Show all pages' option on the user list (rather than clicking through pages) Display a column containing 'last login date/time' to show the last successful login for that user Allow export of user list to excel.
24.	SPEAR Administrators	<p>Improve display of the Activity Log</p> <p>CR5043</p>	SPEAR administrators will have visibility of 'watched' notifications in the application activity log, to assist in supporting users who report notification issues.
25.	SPEAR and Local Administrators (Lodging Parties)	<p>e-lodgement – Pay and Lodge</p> <p>CR5072</p>	Lodging parties now have more control over who can pay and lodge via a new setting in the User Settings screen (available to administrators) to indicate that a 'User is authorised to pay and lodge'. This will allow any user who is enabled to 'Pay and Lodge' the ability to do so, independent of their authentication level.