



SPEAR Bulletin

Surveying and Planning through Electronic Applications and Referrals

November 2017

Key dates

SPEAR Release 4.7 is due for release 27 April 2018.

SPEAR Release 4.8 is due for release November 2018.

Christmas and new year closure

The SPEAR office will be closed to customers from close of business on Friday 22 December and will reopen on Tuesday 2 January.

SPEAR User Group meetings

User Group meetings will be held in March/April 2018 (before the next scheduled release) in:

Benalla

Tuesday 20 March, 9:30 – 2pm

Traralgon

Thursday 22 March, 9:30 – 2pm

Melbourne

Tuesday 27 March, 9:30 – 2pm

Warrnambool

Tuesday 17 April, 9:30 – 2pm

Ararat

Thursday 19 April, 9:30 – 2pm

Further details regarding the meetings will be distributed to users in the new year.

SPEAR A2A update

Technical improvements in SPEAR are planned for next year which may impact our A2A partners.

What is happening?

It will be mandatory to use TLS 1.1 or 1.2 when calling SPEAR web services. TLS 1.0 will no longer be supported.

Cloud migration is planned for 2018.

Why are we doing this?

The latest Land Use Victoria security review highlighted that TLS 1.1 and 1.2 provide greater security features. TLS 1.2 is the recommended version.

SPEAR will have more flexibility and capacity for growth by moving to the cloud.

Impact on SPEAR A2A partners?

If you are currently using TLS 1.0 you will need to upgrade to a supported version (TLS 1.1 or 1.2).

Support for TLS 1.0 will cease in SPEAR release 4.7 scheduled for 27 April 2018.

When SPEAR moves to the cloud there may be a change of URL for A2A access. This will be confirmed nearer the implementation date.

Dates are still to be confirmed regarding cloud migration.

SPEAR Enhancement program

Responsible Authority - council

Councils with a high volume of applications being submitted to SPEAR have been targeted for the next round of workshops. Eleven councils were identified – Bass Coast, Campaspe, East Gippsland, Greater Bendigo, Greater Shepparton, Macedon Ranges, Manningham, Mornington Peninsula, Port Phillip, Wodonga and Yarra City.

Workshops commenced in October with City of Port Phillip, Mornington Peninsula and Campaspe, while Greater Bendigo and Greater Shepparton participated in November.

Applicant Contact

Expressions of interest were sent to all surveying organisations in August. Seven expressions were received and the following firms will participate in the next round of workshops – Anthony Ford & Associates, Connelly and Associates, Lyssna Group, Oxley & Company, R. D. Carter & Associates, R V Foote and Smith Land Surveyors.

Workshops will be held during January to March, with a number already scheduled.

The next round of the program will be held in the second half of 2018.

Training dates in 2018

The following training dates have been scheduled for our quarterly training sessions at 2 Lonsdale Street. If you wish to attend please register for a session by contacting the SPEAR Service Desk on (03) 9194 0612.

SPEAR training

Responsible Authority – council

Tuesday 13 February, Thursday 17 May, Tuesday 7 August, Thursday 22 November

Internal referral authority – council

Tuesday 13 February, Tuesday 7 August

Applicant Contact

Thursday 22 February, Tuesday 8 May, Thursday 16 August, Tuesday 13 November

Referral authority

Thursday 22 February, Tuesday 8 May, Thursday 16 August, Tuesday 13 November

ePlan training

Monday 5 February, 9 April, 4 June, 30 July, 1 October, 3 December

Wedding bells

Congratulations to Vernon and Hurdem Prasad on their recent nuptials. The happy couple have had a busy year organising 3 weddings, one in Turkey and two in Melbourne, culminating in their legal wedding on 14 October.

The weddings were a wonderful celebration of their Indian and Turkish cultures and the bride and groom clearly enjoyed their special days!



Handy hints

Street addressing – lot numbering conventions

To ensure addresses can be populated into the map base without delay, councils must adopt the following lot numbering conventions when entering addressing directly into SPEAR or via an M1:

- When addressing reserves, roads or common property, use the correct prefixes as variations are not accepted:

- Reserve No. 1 = **RES1**
- Road R1 = **R1**
- Common property No. 1 = **CM1**
- For plans of consolidation, the 'Parcel PFI' must be entered and the 'Lot No.' left blank. If the Parcel PFI is not known, it can be obtained from LASSI.

Example 1 – Plan of Subdivision

Enter all parcel identifiers in the 'Lot No.' column ensuring the correct RES and CM prefixes are used. Do not enter any reserve, roads or common property parcel identifiers in the Parcel PFI field.

| Vicmap LAT Link | Address House No. | Address - Access Type | Address - Road & Locality | | |
|-----------------|-------------------|-----------------------|---------------------------|-----------|-----------|
| Lot No. | House No. 1 | Access Type | Road Name* | Road Type | Locality* |
| 1 | 12 | Land | LONSDALE | STREET | MELBOURNE |
| 2 | 14 | Land | LONSDALE | STREET | MELBOURNE |
| RES1 | 16 | Land | LONSDALE | STREET | MELBOURNE |
| CM1 | 18 | Land | LONSDALE | STREET | MELBOURNE |

Example 2 – Plan of Consolidation

Enter the Parcel PFI in the relevant column. Leave the 'Lot No.' column blank.

| Vicmap LAT Link | Address House No. | Address - Access Type | Address - Road & Locality | | | |
|-----------------|-------------------|-----------------------|---------------------------|------------|-----------|-----------|
| Parcel PFI | Lot No. | House No. 1 | Access Type | Road Name* | Road Type | Locality* |
| 221487944 | | 2 | Land | BOURKE | STREET | MELBOURNE |

SPEAR users experiencing problems with the street addressing functionality in SPEAR should contact the SPEAR Service Desk for technical support. If your enquiry relates to the requirements for addressing in Victoria, please contact the VicMap Help Desk on (03) 5336 6770 or by email to Vicmap.help@delwp.vic.gov.au

Active applications filter

A new 'Active Applications Only' filter has been added to the Application List. Users can now toggle between 'Current', 'Active', 'Completed' and 'All Applications' using the drop-down list located in the top right corner of the Application List.



Selecting the 'Active Applications Only' list means that users will now only see applications that they have a current interest or action in. For example:

- Responsible Authority users will not see applications in their list once the application status has passed 'Statement of Compliance' unless there is an outstanding mandatory action associated with that application
- Applicant Contact users will not see applications in their list once the application status has passed 'Released for Lodgement', unless there is an

outstanding mandatory action associated with that application (e.g. an amendment request)

- Referral authorities will not see applications in their list once they have responded to their outstanding referral, unless there is an outstanding mandatory action associated with that application (e.g. a re-referral).

Note: This replaces the previous 'Outstanding Actions' filter available to referral authorities.

Users wishing to set the new filter as their default 'view' can change the 'Application List - Default filter' setting in their user profile (click on the 'settings' link).

Responsible Authority document endorsement changes

Changes to the endorsement process were included in the recent SPEAR 4.6 release to streamline the endorsement workflow and offer Responsible Authorities more flexibility in the process:

1. Responsible Authorities can specify which documents are to be endorsed prior to the planning permit being issued. This means a non-signing user can upload the planning permit and select the documents which require endorsement prior to notifying a signing user that the permit decision is ready to authenticate (sign). When the signing user is ready to sign, then both the permit and documents to be endorsed can be signed concurrently.
2. Responsible Authorities are now able to supply their own documents for endorsement. Previously only specific documents supplied by the Applicant Contact could be endorsed. Responsible Authorities can now upload an 'Other Document Type' which will be available to be selected for endorsement.

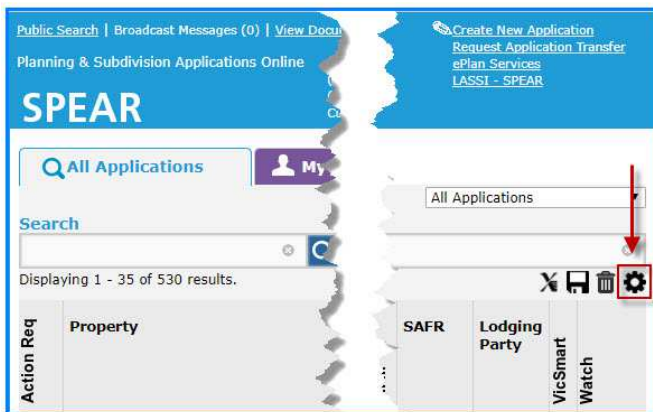
Milestone dates in the Application List

The information available in the Application List has been improved with the addition of the following columns:

- 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

Users can customise the Application List to suit their preferences by:

- Changing the order of the columns by clicking and dragging a column heading to the desired location
- Changing the width of the columns by clicking and dragging the column borders in and out
- Adding or removing columns in the list by clicking on the 'configure columns' icon (see red arrow below)



To add or remove columns, tick or un-tick the relevant column names and then click on the 'x' in the top right-hand corner to close the selection list.



To save your changes, click on the 'save' icon.

If you wish to restore to the default view relevant to your organisation type, then click on 'trash can' icon.

Application List data can then be exported to excel using the 'Export Data' icon and further manipulated in excel as desired.

Users may find the extra data fields introduced in SPEAR release 4.6 valuable for reporting and application tracking, particularly now that milestone dates and the number of lots can be easily viewed. This change is particularly useful to organisations who have previously requested ad-hoc reports from SPEAR to capture this type of data.

Support

SPEAR wants to ensure your questions and issues are resolved quickly.

Contact the SPEAR Service Desk on (03) 9194 0612:

- Press 1 for SPEAR assistance
- Press 2 for Land Use Victoria subdivision and lodgement enquiries
- Press 3 for ePlan enquiries

Alternatively, you can send your enquiry by email to spear.info@delwp.vic.gov.au

Contact SPEAR

T: 03 9194 0612

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

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

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