SPEAR Bulletin

Surveying and planning through Electronic
Applications and Referrals
April 2019

Key date:

SPEAR Release 4.9 is due for release 27
May 2019

SPEAR User Group meeting dates

The next round of User Group meetings will be held on:

• 7 May 2019 – Warragul (Warragul Reception and Conference Centre, 41 Sutton St)

• 9 May 2019 – Colac (COPACC, Cnr Rae and Gellibrand St)

• 15 May 2019 – Melbourne (MCEC, South Wharf, Level 5 Clarendon St)

• 21 May 2019 –Wangaratta (Quality Hotel Gateway Wangaratta, 29-37 Ryley St)

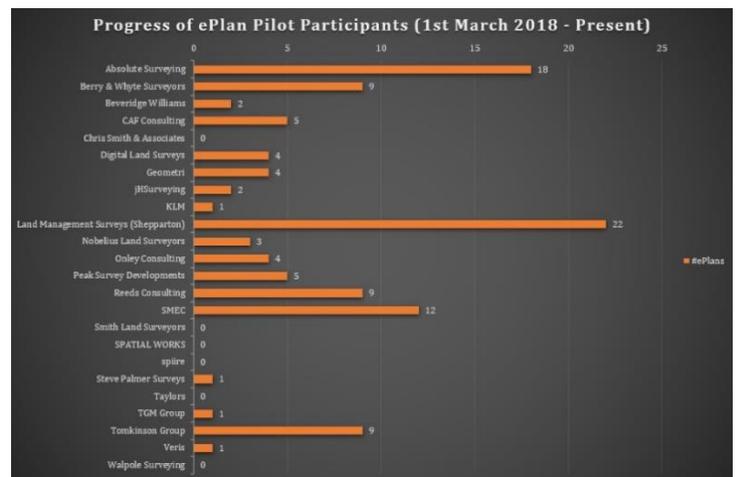• 23 May 2019 – Bendigo (National Hotel Complex, 182-186 High St)

Users are encouraged to attend these meetings to learn about recent SPEAR and ePlan developments, planned changes in the next scheduled releases and contribute to discussions regarding potential enhancements.

Please click here to register. Further details will be distributed closer to the date.

ePlan milestone

The 100th ePlan was submitted on 8 February 2019 by Antony Wyatt from SMEC. To date 112 ePlans have been submitted since the beginning of the ePlan pilot.

The diagram below shows how many ePlans Pilot participants have submitted to SPEAR since 1 March 2018.

Progress of ePlan Pilot Participants (1st March 2018 - Present)

Handy hints

Electronic Lodging Parties in SPEAR

Some of the common questions and issues raised by SPEAR Electronic Lodgment Network (ELN) users with the SPEAR Service Desk are explained below.

VICTORIA State Government | Environment, Land, Water and Planning

Mortgagee Consents

Where a title is subject to one mortgage and is being nominated in support of a lodgment in SPEAR, nomination equates to the consent of the mortgagee.

A separate Mortgagee Consent document is only required in SPEAR if there are additional mortgagees on title, who are not in control of the Certificate of Title.

Growth Areas Infrastructure Contribution (GAIC) forms

The G2 Removal of Notification form cannot be supplied in SPEAR. The form must be lodged physically at Land Use Victoria.

G3 forms must be supplied in SPEAR using the optional action 'Add GAIC - G3 Notice that Transfer of Plan may Proceed'.

Guest access vs ELN user access

When an application has been released for lodgment but the application does not appear in the Application List. This may occur for the following reasons:

• The Applicant Contact may have set the lodging method as 'paper' rather than electronically via 'SPEAR', or

• The Applicant Contact may have provided guest access to the application instead of setting the lodging method to 'SPEAR' and selecting the ELN organisation.

If necessary, lodging parties should contact the Applicant Contact organisation and ask them to review their actions in SPEAR. The lodging method can be defined or modified from 'paper' to 'SPEAR'. Once your organisation is set as the electronic lodging party, the application will appear in your Application List.

New Java Licensing Agreement

Each signing user requires Java to be installed on their computer to enable digital signing in SPEAR. While the current version, Java 8 Update 201 is free for commercial use, the next version of Java for release on 16 April 2019 will introduce a new licensing agreement requiring commercial users to pay a subscription fee.

SPEAR is planning to implement an alternative to Java in the next 12 months. Until then, SPEAR organisations can either:

• Continue to use the current Java 8 Update 201 free of charge for commercial use without any updates or bug fixes from April 2019, or

• Purchase a Java subscription to receive the latest updates and bug fixes from April 2019.

Organisations wishing to continue using Java for free will need to decline any prompts to install new versions of Java from April 2019.

Form 13 and SAFR Declaration

In May 2018, SPEAR consolidated the Form 13 – Advice by Licensed Surveyor and Supplementary Abstract of Field Records (SAFR) Declaration into a single Form 13 and SAFR Declaration.

Further to this change and following user feedback, SPEAR has altered the parameters around when the document is available and when the mandatory action is presented to Applicant Contacts.

SPEAR will not prevent the Responsible Authority from making a certification decision if the Form 13 and SAFR Declaration is outstanding.

To allow the Responsible Authority to issue the SOC, one of the following options must be completed:

Option 1 - Mandatory Action to 'Add Form 13 and SAFR Declaration'

This action becomes available when the status of an application reaches 'SOC Decision Pending'.

Option 2 - Other Actions

Applicant Contacts can use the other actions drop-down list to supply the Form 13 and SAFR Declaration at any time. It is recommended that Applicant Contacts supply this declaration early in the process.

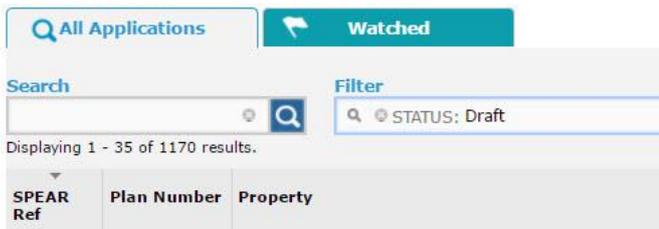Option 3 Defer Form 13 and SAFR Declaration

Applicant Contacts can defer supplying the Form 13 and SAFR Declaration if works are required and not yet completed

Cleaning out abandoned applications from the 'Current' list

There are over 1,200 SPEAR applications that are either in 'Draft' status or have not been accepted at council for 12 months or more. In addition, there are many applications which have been dormant, often sending automated weekly email notifications about unauthenticated documents, applications not being referred, awaiting assessment, and other reminders etc.

To reduce the clutter in the Current Applications list, users should routinely move applications which are no longer proceeding to a completed state.

To find applications in a specific status, use the filter option on the Application List screen.

For Applicant Contacts:

In the 'Other Actions' menu you will be able to delete applications in 'Draft' status or 'Withdraw SPEAR application permanently' in any other status. It should be noted, withdrawn applications can be re-instated by the appropriate Responsible Authority.

For Responsible Authorities:

If the application status is 'Submitted' you can use the 'Perform Application Acceptance / Rejection' action to refuse the application.

Planning permit only applications can be lapsed if a request for further information has not been responded to within the specified time.

Accepted applications with a certification component can only be completed by the Responsible Authority by refusing certification, refusing statement of compliance or waiting for any existing certification to expire. Alternatively, you can request the Applicant Contact to withdraw the application from SPEAR.

Training dates

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.

Responsible Authority – council

Thursday 16 May, Tuesday 6 August, Thursday 21 November

Internal referral authority

Tuesday 6 August

Applicant Contact

Tuesday 14 May, Thursday 15 August, Tuesday 12 November

Referral authority

Tuesday 14 May, Thursday 15 August, Tuesday 12 November

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 lodgment 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

Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Service Centre on 136186, email customer.service@delwp.vic.gov.au, or via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.spear.land.vic.gov.au.