SPEAR Bulletin

Surveying and Planning through Electronic Applications and Referrals **November 2016**

Key dates

SPEAR Release 4.4 is due for launch on 9 December 2016. This has been moved to align with other Land Use Victoria system releases.

SPEAR Release 4.5 is due for launch in May 2017.

ePlan engagement program

The first round of the program has been completed. An expression of interest for round two was sent to all surveying organisations in September 2016. Seventeen expressions were received from the following surveying firms – Adrian Cummins & Associates, Alexander Symonds Surveying Consultants, Calibre Consulting, Connelly & Associates, Digital Land Surveys, EDM Group, Ferguson Perry Surveying, Joseph Land Surveying, KLM Spatial, Meridian Land Surveyors, Reeds Consulting, B R Smith Surveyors, Smith Land Surveyors, SRW Surveyors, TGM Group, Thomas & George Licensed Surveyors and Tomkinson Group.

The ePlan team is now scheduling workshops with the firms. The workshops will be conducted from November 2016 to February 2017.

Fee changes

The new Planning and Environment (Fees) Regulations 2016 and Subdivision (Fees) Regulations 2016 were made on 27 September 2016 and commenced on 13 October.

As a result of the changed fee structure, SPEAR is unable to calculate the new statutory fees (as of 13 October 2016). If using SPEAR payments, the calculated amount in SPEAR will display a $0 amount. Applicant Contacts and their guests will need to manually enter the amount payable when paying fees to councils in SPEAR. SPEAR will be enhanced to cater for these new fees in May 2017. Further information about the new fees is available at www.delwp.vic.gov.au/planning>About planning>Legislation and regulations>Review of Planning and Subdivision Fees – Complete.

Land Use Victoria

Land Victoria is now known as Land Use Victoria. This reflects changes within the Department of Environment, Land, Water and Planning to support better use of government land. SPEAR's role is unchanged.

Christmas and new year closure

The SPEAR office will close at 4.30pm on Friday 23 December and reopen at 8.30am on Tuesday 3 January.

SPEAR team has moved

In August 2016 the SPEAR team relocated to level 18, 570 Bourke Street Melbourne.

Service desk update

The SPEAR Service Desk has new phone operating hours. Calls will be taken from 8.30am to 4.30pm (Monday–Friday).

Training dates in 2017

The following training dates have been scheduled for our quarterly training sessions at 570 Bourke Street. If you wish to attend please register for a session by contacting the SPEAR Service Desk on (03) 8636 3049.

SPEAR Training

Applicants – *9.30 am start*
Thursday 23 February, Tuesday 9 May, Thursday 17 August, Tuesday 14 November

Responsible Authorities (councils) – *9.30 am start*
Tuesday 14 February, Thursday 18 May, Tuesday 8 August, Thursday 23 November

Referral Authorities – *2.30 pm start*
Thursday 23 February, Tuesday 9 May, Thursday 17 August, Tuesday 14 November

Internal Referral Authority (councils) – *2.30 pm start*
Tuesday 14 February, Tuesday 8 August

ePlan Training

Applicants – *2.00 pm start*
Monday 6 February, Monday 3 April, Monday 5 June, Monday 31 July, Monday 2 October, Monday 4 December

Handy hints

Advertising in SPEAR

SPEAR gives councils the option to specify the advertising requirements for planning permit applications. This appears as an action once an application is accepted.

The benefits of showing that an application is being advertised in SPEAR include:

- Advertised planning applications can be searched and viewed on the SPEAR public search page. This is available online, anytime, anywhere, for public viewing.
- Online access via SPEAR provides a more convenient option for members of the public to view an advertised application. It may reduce the number of inquiries to councils.
- Flexibility for councils to select which application documents are available for public viewing.
- An online objection facility for an objection to be lodged to the Responsible Authority using SPEAR.
- Councils can load in paper objections (using the '3rd Party Objector' role) if they are received on paper. This enables all objections to be stored within the SPEAR application.
- If all objections are supplied in SPEAR, then the objectors' details can be added automatically to the Decision to Grant Enquiry form in SPEAR.

If it is determined that an application requires advertising and the council chooses to reflect this in SPEAR, it is important for council to direct the public to the SPEAR public search page and encourage online objections. This will minimise telephone and counter enquiries, and paper objections.

Council can do this by adding the SPEAR reference number to the reference number fields on the 'Notice of an application for planning permit', and adding a statement directing the public to the SPEAR website. For example:

You may view the plans and documents that support the application free of charge at the Responsible Authority's office or online at: www.spear.land.vic.gov.au>Public search - current applications.

Any person who may be affected by a permit being granted may object in writing to the Responsible Authority, or submit an objection online via SPEAR.

SPEAR notifications

Users will be familiar with the automatic notifications sent by SPEAR following application activity. Notifications are primarily used to keep all parties involved in the application informed of its progress, and in particular:

- indicate there is a mandatory action in the application that requires action,
- inform users that information has changed, documents have been attached or actions taken.

This means there is no need for individuals to separately inform other SPEAR users that documents were supplied or actions were taken.

If notifications do need to be sent to a third party (together with PDF documents from SPEAR) this can be achieved using the 'Email/Download Document' link. This is available to all SPEAR users at any stage through the application process. An email containing user defined email text and links to the selected documents will be sent to the defined recipients. Documents can be viewed from the email without requiring SPEAR access.

The following options may be useful for users to better manage SPEAR emails:

- Use automated mail rules within your email account to redirect emails to an appropriate person or people within your organisation, or to a separate folder in your inbox. Your IT department should be able to assist you in establishing local mail rules, redirections and mail filtering.
- Use the 'watch application' feature from the Application List to ensure that you receive a copy of all SPEAR notifications in relation to that application.
- Council SPEAR administrators can define different email addresses to receive notifications on application activity, internal referral authority actions and title allocation reports.

Please contact the SPEAR Service Desk if you wish to discuss these options in more detail.

Inviting guests into SPEAR applications

Applicant Contacts in SPEAR have the ability to grant guest access to third parties such as clients, developers and property owners. It will enable them to log into SPEAR and view, save or print documents on an application-by-application basis.

When a guest is invited into SPEAR for the first time by the Applicant Contact, they will receive an automatic email with login instructions and a link to access SPEAR. The guest's username* is their email address – when they first log into the system it will prompt them to set a password.

The guest may receive invitations from one or more surveying firms. Any subsequent invitations to view SPEAR applications will assume that the guest has a current password. If this password cannot be remembered, then the guest will be required to use the 'Forgotten Password' function, and then follow the link in the email to reset a new password.

*NOTE: It is important for guests to remember that their username is their full email address.
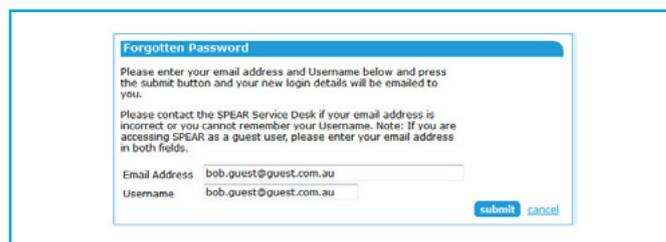
Guest users cannot upload or modify any documents in SPEAR. However, they have the ability to make fee payments and view any document within an application, including those added by the Responsible Authority and Referral Authorities.

For a planning permit-only application, guest access will expire 60 days after a permit decision has been made. If the application involves a certification component, guest access will expire once the application has reached a status of 'Lodged at Land Victoria'.

If Applicant Contacts are having trouble supporting their guests through any login issues or in using SPEAR, please direct them to the SPEAR Service Desk for further assistance.

Support

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

Contact the SPEAR Service Desk on (03) 8636 3049:

- press 1 for SPEAR assistance
- press 2 for Land Use Victoria lodgement enquiries, including status updates
- press 3 for ePlan.

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

Contact SPEAR

T: 03 8636 3049

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

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

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