

User Guide 43 Key SPEAR screens

Purpose of this User Guide

The purpose of this User Guide is to explain the key SPEAR screens or tabs that a user has access to in SPEAR when viewing an application.

Who should read this?

Primary audience: All SPEAR users.

Introduction

SPEAR is an internet based system that allows subdivision and planning permit applications to be compiled, lodged, managed, referred, approved and tracked online anytime.

SPEAR can be used by all parties involved in the subdivision and/or planning processes, but in differing capacities:

- Applicants use SPEAR to lodge and manage their application and track its progress,
- Responsible Authorities (councils) use SPEAR to receive, manage, refer and approve applications,
- Referral authorities use SPEAR to receive and respond to referrals,
- Members of the public can use SPEAR to find out basic information about an application and lodge and view objections.

All SPEAR users regardless of their interest in an application have access to the same key SPEAR screens. The following SPEAR screens will be described in more detail in this User Guide:

1. Application List
2. Summary screen
3. Details screen
4. Contacts screen
5. Guests screen
6. Map View
7. Notes screen

43.1 Application List

The Application List displays all the SPEAR applications assigned to your organisation. This list is displayed when you first login to SPEAR. However, if you enter SPEAR via a hyperlink from a notification email you will bypass this screen. (You can navigate back to the Application List from the Summary or Details screens by clicking on the link [Return to Application List](#) in the banner section of the screen).

The Application List will display applications in alphabetical/numerical order depending on the default sort order for each user. This can be modified from the user [Settings](#) link, located at the very top of the page. From the Setting page, scroll down to 'SPEAR Settings' and select an option under 'Sort application list by'.

The information that will be displayed on this screen will depend on your organisation type. Below is an example of the screen displayed to an Applicant Contact organisation.

Action Req	Property	SPEAR Ref	Responsi Authority	Applicati Type	Status	Plan Number	Applican Ref	Submitted	Advertised	Objected	R.F.I	SAFR	Watch
	Unknown	S039592P		Certific...	Draft								<input type="checkbox"/>
	34 SHARPE COURT BERWICK 3806	S039475A	Casey...	Transfe...	Lodged...	RA1234...							<input type="checkbox"/>
	11 ALANBRAE TERRACE ATTWOOD 3049	S039472M	Hume C...	Transfe...	Lodged...	AP1234...							<input type="checkbox"/>
	12 SMITH STREET, RICHMOND VIC 3121	S039468S	Yarra Ci...	Certific...	Submitt...	PS6392...		11/02/2014					<input type="checkbox"/>
	Unknown	S039456H		Plannin...	Draft								<input type="checkbox"/>
	5 LAWTON GROVE BERWICK 3806	S039452B	Casey...	Plannin...	Draft								<input type="checkbox"/>

The list can be tailored to view 'Current', 'Active', 'Completed' and 'All' applications. Use the drop-down list in the right-hand corner of the table to apply this filter. These filters may change according to user role.

The column headings visible in the Application List will vary depending on your organisation type. All users will see a combination of columns, which are displayed based on default display settings for each user role.

The Application List can easily be customised 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  icon
- Saving user preferences by clicking on the  icon.
- Restoring to the default view relevant to the organisation type by clicking on the  icon.
- Application List data can be exported to Excel using the  icon.

Depending on the columns selected, and the filtering used to view applications, this export feature may have reporting/ application tracking.

Adding or removing columns allows a user to access additional data fields that are available to view in the Application List. These include: key decision dates, certification or SOC condition indicators, reference number fields, notes, number of lots, lodging party information etc...

Some data fields are mandatory for certain user roles (Applicant Contact, Responsible Authority, referral authority). These are:

Action Req	Indication there are mandatory actions outstanding for the organisation to complete in that application. Click the exclamation mark for a quick summary of those actions.
Property	The property address for the application.
SPEAR#	A unique, SPEAR generated reference number allocated to all applications.
Watch	<p>The 'Watch' feature allows a user to turn application watching on/off for each application. Watched applications will be depicted with a blue flag in the Watch column.</p> <p>If an application is being watched, it will also appear on the Watched tab, and any email notifications that are generated by that application will also be copied to the watcher (in addition to the organisations SPEAR email).</p>

Searching for applications from the Application List

Use the search and filter options at the top of the Application List to define search parameters to find specific applications.

The Search field is a free text field and performs a 'fuzzy' google type search on SPEAR applications. It allows searching on a wide range of data fields within applications including but not limited to:

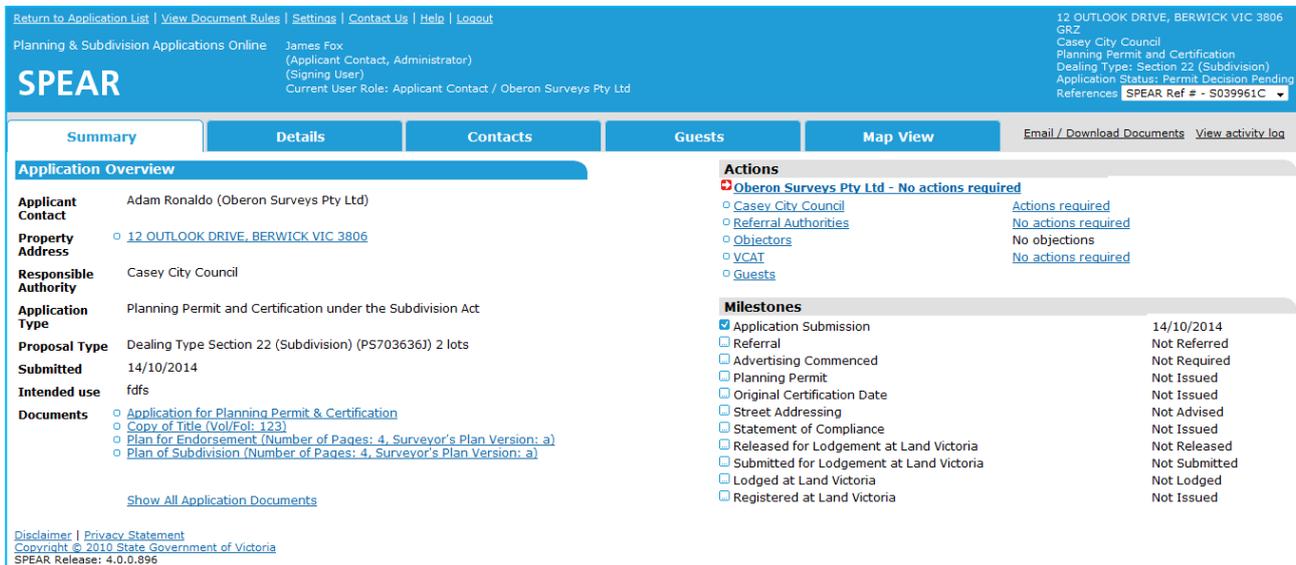
- Full street address
- Estate name
- Plan number and stage number
- SPEAR reference
- Land description
- Applicant and Owner

To define your filter criteria, click in the filter field and select the filter type and criteria from the drop-down menus. To further refine the search, click in the field to the right of the last filter set and select the additional filter type and criteria. The Application List refreshes and applies new filters as they are set, and any matching results will appear in the list. To remove a filter, click the grey cross  icon next to a filter. Alternatively, to clear all filters, click the grey cross right at the end of the field.

The columns in the Application List can be sorted. Click on column headings to sort the applications in alphabetical/numerical order. Clicking on the column again will reverse the order.

43.2 Summary screen

The Summary screen, accessed via the Summary tab, provides an overview of the application.



[Return to Application List](#) | [View Document Rules](#) | [Settings](#) | [Contact Us](#) | [Help](#) | [Logout](#)

12 OUTLOOK DRIVE, BERWICK VIC 3806
GRZ
Casey City Council
Planning Permit and Certification
Dealing Type: Section 22 (Subdivision)
Application Status: Permit Decision Pending
References: [SPEAR Ref # - S039961C](#)

Planning & Subdivision Applications Online James Fox
(Applicant Contact, Administrator)
(Signing User)
Current User Role: Applicant Contact / Oberon Surveys Pty Ltd

SPEAR

Summary | Details | Contacts | Guests | Map View | [Email / Download Documents](#) | [View activity log](#)

Application Overview

Applicant Contact Adam Ronaldo (Oberon Surveys Pty Ltd)

Property Address [12 OUTLOOK DRIVE, BERWICK VIC 3806](#)

Responsible Authority Casey City Council

Application Type Planning Permit and Certification under the Subdivision Act

Proposal Type Dealing Type Section 22 (Subdivision) (PS703636J) 2 lots

Submitted 14/10/2014

Intended use fdfs

Documents [Application for Planning Permit & Certification](#)
[Copy of Title \(Vol/Fol: 123\)](#)
[Plan for Endorsement \(Number of Pages: 4, Surveyor's Plan Version: a\)](#)
[Plan of Subdivision \(Number of Pages: 4, Surveyor's Plan Version: a\)](#)

[Show All Application Documents](#)

Actions

Oberon Surveys Pty Ltd - No actions required

- [Casey City Council](#) [Actions required](#)
- [Referral Authorities](#) [No actions required](#)
- [Objectors](#) [No objections](#)
- [VCAT](#) [No actions required](#)
- [Guests](#)

Milestones

Milestone	Status	Date
<input checked="" type="checkbox"/> Application Submission	Completed	14/10/2014
<input type="checkbox"/> Referral	Not Referred	
<input type="checkbox"/> Advertising Commenced	Not Required	
<input type="checkbox"/> Planning Permit	Not Issued	
<input type="checkbox"/> Original Certification Date	Not Issued	
<input type="checkbox"/> Street Addressing	Not Advised	
<input type="checkbox"/> Statement of Compliance	Not Issued	
<input type="checkbox"/> Released for Lodgement at Land Victoria	Not Released	
<input type="checkbox"/> Submitted for Lodgement at Land Victoria	Not Submitted	
<input type="checkbox"/> Lodged at Land Victoria	Not Lodged	
<input type="checkbox"/> Registered at Land Victoria	Not Issued	

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SPEAR Release: 4.0.0.896

The left side of the screen provides details about the applicant, property address, type of application and information regarding the intended use of the property. At the bottom of this section are hyperlinks to some of the documents provided with the application. The documents listed will vary depending on the type of application, and local setting defined by the Responsible Authority.

The right side of the screen shows an Action and Milestones lists. The Action list displays the organisations involved in the application and whether they have actions outstanding. The Milestones list shows the key stages in the applications progression through the approval process. This list is automatically generated by SPEAR and will also show that an application is under advertisement or has a VCAT flag set.

A simplified version of the Summary screen may be displayed to a member of the public when using the public search function. If the application is advertised, the public can view the documents shown on this screen and will have an option (from the Summary screen) to register with SPEAR and lodge an online objection.

43.3 Details screen

The Details screen lists all existing documentation for an application and provides options from which a user can perform actions and attach documents to progress an application through the approval process.

There are multiple sections on the Details screen e.g. – Applicant Contact, Responsible Authority etc. Under each of these sections are the documents and actions completed by each organisation and an indication of the outstanding actions against an organisation (shown in black text with a 'not supplied' notation).

The screenshot shows the 'Details' tab of the SPEAR interface. At the top, there are navigation tabs: Summary, Details (selected), Contacts, Guests, Map View, and Notes. To the right of these tabs are links for 'Email / Download Documents', 'View activity log', and a 'Watch' button. Below the tabs, a section titled 'Applicant Contact - Oberon Surveys Pty Ltd has no actions required (hide)' contains a list of actions and documents. Each entry includes a document icon, a title, a status, and a date. Some entries have '(View LUV Request)' links. Below the list is an 'Actions' section with a dropdown menu and a 'go' button. Further down, there are sections for 'Responsible Authority - Casey City Council has actions required (show)', 'Referral Authorities - No actions required (show)', 'Land Use Victoria - No actions required (show)', and 'VCAT - No actions required (show)'. At the bottom, there is a footer with 'Disclaimer | Privacy Statement', 'Copyright © 2010 State Government of Victoria', and 'SPEAR Release: 4.8.0.472'.

Document/Action	Status	Date	Additional Info
Copy of Title (Vol/Fol: 3333)	Supplied	27/10/2016	
Planning Property Report (27/10/2016 05:20 pm)	Retrieved	27/10/2016	
Submit Application	Performed	27/10/2016	
Proposed Changes To Responsible Authority	Performed	27/10/2016	
Application for Certification	Supplied	27/10/2016	
Lodging Method (Electronic Lodging Party: Oberon Surveys Pty Ltd)	Supplied	27/10/2016	
Release for Lodgement (27/10/2016 05:48 pm)	Requested	27/10/2016	
Submit Requested Documents to LUV (10/07/2017 01:37 pm)	Performed	10/07/2017	
Surveyors Report (07/02/2018 09:26 am, Number of Pages: 0, Surveyors Report not required, modified at LUV request)	Supplied	07/02/2018	(View LUV Request)
Submit Requested Documents to LUV (07/02/2018 09:27 am)	Performed	07/02/2018	
Plan of Subdivision (Number of Pages: 2, Surveyor's Plan Version: 1, modified at LUV request)	Digitally Signed	09/04/2018	(View LUV Request)
ePlan Validation Report (Version: 6, Status: Fail, modified at LUV request)	Supplied	09/04/2018	
Proposed Plan of Subdivision (Number of Pages: 2, Surveyor's Plan Version: 1, modified at LUV request)	Digitally Signed	12/04/2018	(View LUV Request)
ePlan Validation Report (Version: 7, Status: Fail, modified at LUV request)	Supplied	12/04/2018	
Submit Requested Documents to Responsible Authority	Performed	12/04/2018	

To view an organisation's activity in an application, click on their organisation name heading and the view will be expanded (click again to hide the view).

Documents and actions will be shown under each organisation as a series of hyperlinks. To individually open and view these documents, click on the respective links, alternatively you can use the [Email/Download Document](#) link to open several documents at once.

For further information about the Email/Download Document Authentication, refer to User Guide 42 - Authentication – User Levels and Documents.

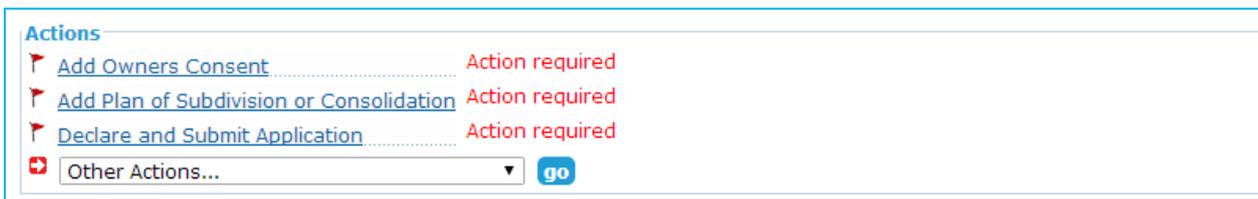
Completing actions in SPEAR from the Details screen: Mandatory Actions vs Optional Actions

Each organisation has actions that need to be carried out, so an application can progress. Actions are broken into categories – 'mandatory' or 'optional'.

Mandatory Actions

Mandatory actions are ones that **must** be performed in an application. These actions occur when SPEAR recognises an action must be completed or another user requires additional information or actions to be undertaken.

Mandatory actions will be displayed to a user in their organisation's section of the Details screen under the Actions heading. Mandatory actions are flagged with a red flag icon and have the additional notation (shown in red) 'Action required'. Clicking on the [Actions](#) link will direct the user to a new page with the relevant options to complete that action.



Actions

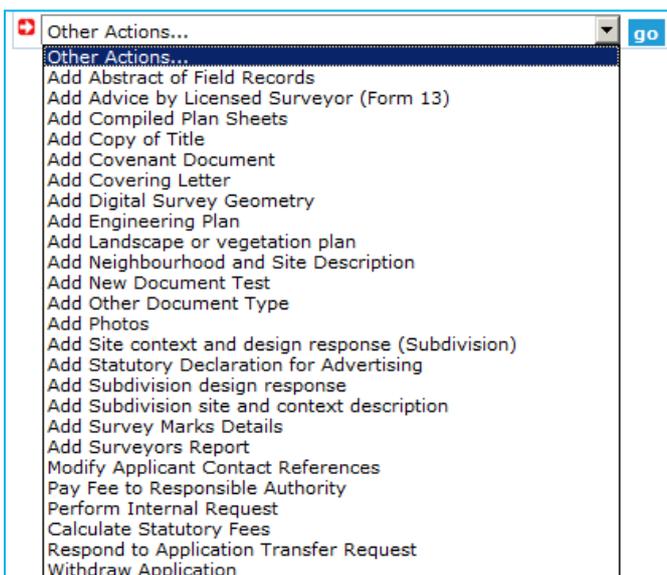
- 🚩 [Add Owners Consent](#) Action required
- 🚩 [Add Plan of Subdivision or Consolidation](#) Action required
- 🚩 [Declare and Submit Application](#) Action required

🚩 Other Actions...

Optional actions

Optional actions are additional steps you may want completed to support the application. Optional actions are found in the drop-down list headed 'Other Actions...'. Select the action you wish to perform in the list, and then click on the 'go' button. This list will continuously change, depending on the application type and status.

NOTE: SPEAR will direct you to the relevant screen for that action. Complete the steps outlined on the screen and confirm. You will then be returned to the Details screen.



🚩 Other Actions...

- Other Actions...
- Add Abstract of Field Records
- Add Advice by Licensed Surveyor (Form 13)
- Add Compiled Plan Sheets
- Add Copy of Title
- Add Covenant Document
- Add Covering Letter
- Add Digital Survey Geometry
- Add Engineering Plan
- Add Landscape or vegetation plan
- Add Neighbourhood and Site Description
- Add New Document Test
- Add Other Document Type
- Add Photos
- Add Site context and design response (Subdivision)
- Add Statutory Declaration for Advertising
- Add Subdivision design response
- Add Subdivision site and context description
- Add Survey Marks Details
- Add Surveyors Report
- Modify Applicant Contact References
- Pay Fee to Responsible Authority
- Perform Internal Request
- Calculate Statutory Fees
- Respond to Application Transfer Request
- Withdraw Application

Modifying and deleting documents from the Details screen:

You can modify or delete documents added by your organisation from the Details screen of that application. Select either 'modify' or 'delete' in the corresponding drop-down box alongside the document and click on the 'go' button. Follow the on-screen instructions to complete the action.

NOTE: Some documents or actions cannot be changed or deleted once they have been authenticated - you can tell this by the absence of a drop-down box next to the document name.

Authenticating actions / documents

In most cases, when you complete an action or attach a document to an application in SPEAR, it will be necessary to approve (authenticate) this action. Authentication is done from the Details screen.

For further information about Authentication, refer to User Guide 42 - User Authentication Levels and Document Authentication in SPEAR

43.4 Contacts screen

The Contacts screen lists all interested parties who are involved in processing an application and their contact information. This is a useful screen if you need to contact someone in relation to a specific SPEAR application.

43.5 Guests screen

Applicant Contacts can grant guest access to third parties from the Guests screen. Whilst the guest cannot upload any documents in SPEAR, they will have access to view all documents within that application, including those added by the Responsible Authority and referral authorities. Guests can add comments to the Manage Conditions document and pay fees to Responsible Authorities that accept SPEAR Payments.

Other users can view a list of guests that have been invited by the Applicant Contact to view an application by clicking on the Guests tab within that application.

For further information about guest access, please refer to User Guide 39 - Guest access to SPEAR applications.

43.6 Map View screen

All users can view the parcels associated with a SPEAR application by clicking on the Map View tab.

Application Parcels for S040458M

The below map displays all parcels identified for the SPEAR Application S040458M

Metro

Peel St

Oxford St

Scale = 1 : 800

Parcel ID	Address/Notes
1LP58608	129
2LP58608	127
1TP163336	125
1TP398174	123
1PS444364	119
1LP144262	117
2LP144262	115
1TP320268	2 / 111
1TP819099	107
1TP514639	103
1TP68838	112, 110
1TP339477	1 / 108
1TP403904	104
1PS328969	104
2PS328969	104
2PS632359	1 / 98
1TP120854	96
1TP828715	17
1TP901240	90
1TP901240	86
9PS534379	6 / 1, 7
4PS412494	6 / 1, 7
1TP821336	9, 13, 15, 17, 19
1LP31431	9, 13, 15, 17, 19
1TP365045	9, 13, 15, 17, 19
CM1PS502961	1 / 25
1TP702715	23
1TP213021	1 / 71
2PS540195	26, 69
1TP120532	61

43.7 Notes tab

The Notes tab provides an internal method of communication within an organisation. The comments added in this section are intended to be informal communications, much like memo notes on a paper file.

All users within an organisation can view file notes that have been added by other users at the same organisation. Most users (except those with 'view only' access) can add notes.

There is also an option to select one or more users from the 'Optional – Select one or more users to notify' drop-down box, which will notify other users within the organisation via email when a new note has been added.

NOTE: Responsible Authorities with internal referral authorities can view each other's file notes.

When a new note has been added that you haven't seen, the Notes tab will appear with a red tick:



When a note has been read or the last note was made by yourself, it will appear with a blue tick:



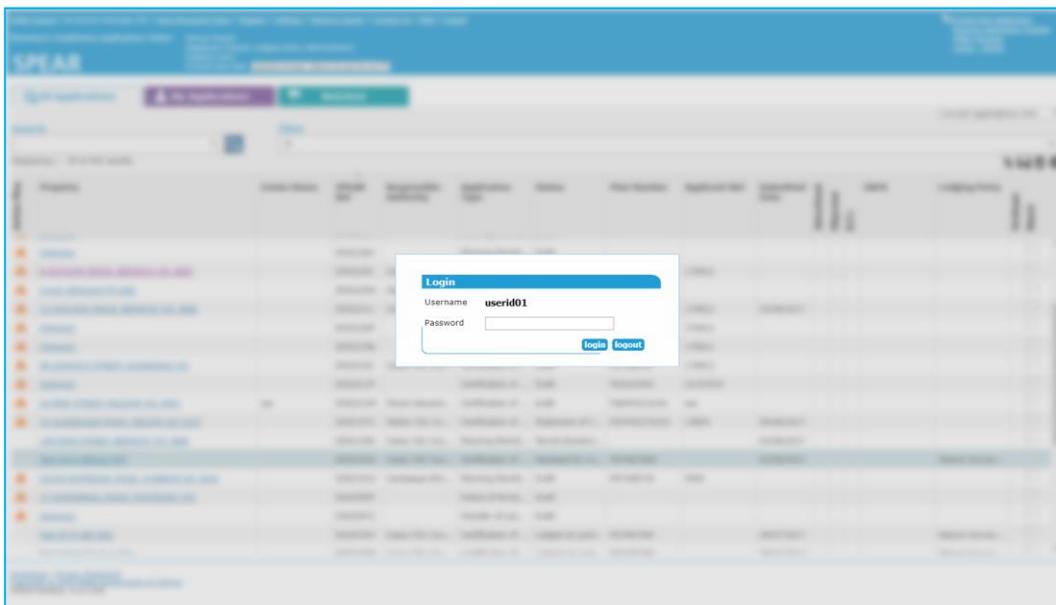
Users can easily identify applications that have new and existing notes from the Application List. Notes with a red tick indicate there is a new, unread note. Notes with a blue tick indicate there is an existing note, which has already been viewed.

Action Req	Property	SPEAR Ref	Dealin Type	Responsible Authority	Application Type	Status	Plan Number	Notes	Appli
⚠	22 OLDERSHAW ROAD, MELTON VIC 3337	S502157V	37	Melton City Co...	Certification...	Statement o...	P5704227W/S3	🔴	14:
⚠	72/6 MELVILLE PARK DRIVE, BERWICK VIC 3806	S080224P	37	Casey City Co...	Planning Pe...	Statement o...	P5728661U/S2	🔵	45:
	24 INGLIS ROAD, BERWICK VIC 3806	S080263S	37	Casey City Co...	Certification...	Certification...	P5633275D/S7	🔵	
	9 MANSFIELD STREET, BERWICK VIC 3806	S500176J	32	Casey City Co...	Certification...	Certification...	P5543210K/D2	🔵	
⚠	DONALD-SWAN HILL ROAD, THALIA VIC 3	S500184M		Buloke Shire C...	Plan of Cro...	Draft		🔵	

43.8 Soft logout

When a user is inactive in SPEAR for a period of 60 minutes, the system performs a soft logout. The SPEAR screen is obscured, and the user is prompted to enter their password to continue with their current session.

NOTE: After three failed password attempts, the session will be terminated, and the user will be returned to the Login screen.



If the current session is no longer required, users can select the 'logout' button to end the session.

Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR.
- Contacting the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au
- Selecting the Help link in the relevant area of the SPEAR system.