



Streamlined Planning through Electronic Applications and Referrals

SPEAR Release Notes

Release 2.2.0

The following functional changes to SPEAR have been included in Release 2.2.0:

	Feature	Users Impacted	Description
1.	User Profile Screen	Registered Users	The following enhancements have been made to the User Profile screen: 1. Screen layout changes 2. A user can view a history of the roles and sites they have been assigned to.
2.	Wizard - Property Selection.	Applicant Contact	A message is displayed to the Applicant Contact when a property search returns a property identified as 'Commonwealth Land'. It states: "You cannot apply for a planning permit for this land as it has been identified as Commonwealth land."
3.	Wizard - SmartForm view.	Applicant Contact	When an Applicant Contact chooses to apply to council using a SmartForm, the SmartForm includes a list of mandatory documents required to be supplied. Previously the list included mandatory and optional documents.
4.	Wizard - Determine Processing Mode for PAO applications.	Applicant Contact	On the Determine Processing Mode screen, the option wording presented to Applicant Contacts has changed to: "Please indicate how you would like to lodge your application with council: o Online Your application will be lodged and processed via SPEAR. o Offline If selected, you will be redirected to the Application for Planning Permit form. This form can be lodged together with your application either by postal mail or in person".
5.	Wizard - Determine Processing Mode for PAO applications.	Applicant Contact	On the Determine Processing Mode screen, the EazyBiz option is no longer displayed as an option. In previous versions of SPEAR, EazyBiz was displayed as an option but could not be selected by the user.
6.	Wizard - Confirm Properties.	Applicant Contact	The details link on the 'Confirm Properties' screen and the associated Details Screen was being displayed to all applicants. The link will now only be displayed to users who have the 'Prefer Subdivision' profile setting enabled.
7.	Wizard - Specify Property screen.	Applicant Contact	Where a user has the 'Prefer Subdivision' profile setting disabled and selects the 'Other' radio button on the Specify Property screen, they will have the option to enter a council, zone and overlays. This will then enable the application to be completed, submitted and processed in SPEAR.
8.	Objector changes	Objector	1. Following making an objection, the objector will receive a confirming email from SPEAR. 2. A help page has been added for assistance in making an objection. FYI to councils: SPEAR has removed the restriction on the number of objections a person can make in SPEAR. A registered objector may make multiple objections without the need to register again for every additional objection.

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9.	Application document: View versions.	Registered Users	Once an application is submitted to council, subsequent changes made in the application wizard and authenticated are saved to a new version of the document. Users will now be able to view the current and previous versions of the application document.
10.	Accepting an Application with changes.	Council	When Council accepts a planning permit application and wants to change the permit description, they will be directed to make those changes directly in the application wizard. Council will be able to select from the same set of permit triggers as the Applicant Contact and change the permit description. Council will no longer be able to make those edits on the 'Accept/Reject Application' screen. Changes made by council will appear on a new version of the application document as 'modified' by council. The application contact will be notified that council intend to modify the permit classifications for the document and again when the application has been modified.
11.	Application List	Registered Users	The functionality for filtering the Application List is now via drop down lists.
12.	Application List	Council	The applicant organisation is displayed in the Application List instead of the Applicant Contact name.
13.	Application - Details/Summary Tabs.	Council / RA	A user assigned to multiple application roles, for example is Applicant Contact, council and/or RA, they can elect to change their role within the application.
14.	Changing Roles - Local Administrator.	Local Administrator	The functionality to change role to Local Administrator is now in a drop down list.
15.	Changing Roles - Council-hosting.	Council	The user role that creates a council-hosted application has been named '3rd Party Applicant'. This is due to a council now being able to create applications for which the council is the Applicant Contact. The functionality to change role to 3rd Party Applicant is now in a drop down list.
16.	Application Activity Log.	Registered Users	The application activity log will now display the User Role.
17.	Application Tabs and Links	Registered Users	1. Contacts link has been converted to a tab 2. Bulk Download and Activity Log links can be accessed from all application tabs
18.	Upload multiple application documents.	Applicant Contact	Upon completing the Wizard, Applicant Contacts will be able to upload all the mandatory documents for an application from the one screen. Select 'Mandatory Applicant Documents' from the 'Other Actions' list on the Details Tab.
19.	Referral Responses.	Referral Authority	Where a Referral Authority chooses to respond to certification and SOC at the same time, they are presented with a confirmation screen and asked to confirm they do wish to proceed.

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20.	Referral Responses.	Referral Authority	Where a Referral Authority chooses to respond to certification and SOC at the same time, they are presented with two SOC response radio buttons: 1. 'Consent' 2. 'Do not consent at this time'
21.	A2A web services.	A2A	A new web service called LXSppearReleasedPlan is available, allowing an A2A user to request and retrieve a plan which has been released to Land Victoria, and to acknowledge receipt of the plan.
22.	Upload a logo to the application profile.	Local Administrators	Local Administrators can now upload a logo for their organisation. The logo will appear on documents that SPEAR creates when a user has directly entered text, e.g. Referral Response.
23.	Documents – New headers and Footers	Registered Users	Documents created by direct user entry in SPEAR have been reformatted. Examples include the application document, Referral Response and Council Decision - Certification. 1. Header now includes document name and, where available the organisation logo of the document owner. 2. Footer, with date and page numbers 3. Additional information. For example: - Inclusion of stage number if plan number is displayed - Document authenticator - If document is RA response, the response and section responded to is displayed.
24.	New function: Notify LV of new street address allocations.	Council	Council are now required to complete a form to notify Land Victoria that the street address allocations for a new plan of subdivision have been submitted as per Reg.36 of Subdivision (Procedures) Regulations 2000. The form is similar to the current 'Notification of Street Addressing' document faxed by council. The form is optional after 'Lodged at Council' and will become mandatory one week prior to the statutory timeframe or for Council Decision - Statement of Compliance to be completed. A reminder notification is sent to council when the form is near to due.
25.	Bulk Download	Registered Users	A short version of Referral Authority name is included in attachment document names in a bulk download zip file. This allows users to see which referral authority has provided each document. For example: " RA Response_Ver_1_12_Melb_Water_20080723.pdf ".
26.	Bulk Download	Registered Users	A description suffix has been added to 'Other Document Type' attachment filenames in a bulk download zip file. For example: " Other Document Type_Ver_1_123_Photos_20080721.pdf ".
27.	Bulk Download	Registered Users	A date suffix has been added to each form or attachment file in a bulk download zip file. For example: " RA Response_Ver_1_12_Melb_Water_20080723.pdf ". The date is generally the authentication date with the exception of the application document where the date may be the current date (where Status = 'Draft') or the submitted date (where Status >= 'Submitted').
28.	Cultural Heritage Management Plan requirement declaration.	Applicant Contact	The declaration for requirement of a Cultural Heritage Management Plan (CHMP) has been removed from the declaration page of the application wizard and is now a separate action. The CHMP requirement declaration will appear upon completing the wizard and is required for council to make a Permit Decision. On-screen reminders, to reconsider the CHMP requirement declaration, will appear if the user has modified the property or permit triggers of a submitted application.

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29.	Apply to Amend an issued Planning Permit - new screen.	Applicant Contact	Applicant Contacts will now complete an online form, rather than attach a document, when applying to amend an issued planning permit. The form displays content from the original application and allows the user to specify the amendment request. A help page has been added to assist users with this process.
30.	Assess Application to Amend an issued Planning Permit - new screen.	Council	Council now has an assessment version of the planning permit amendment application form completed by the Applicant Contact. Council will see details from the original application, the amendment request and make the decision on the one form.
31.	Apply for an extension of time for a Planning Permit - new screen.	Applicant Contact	New functionality will enable Applicant Contacts to request an extension of time for a planning permit. For example, the Applicant Contact may be requesting an extension to the expiry date for development to be completed. The Applicant Contact can enter free text or attach a document to indicate why they are making the request.
32.	Assess request for an extension of time for a Planning Permit - new screen.	Council	Council are now required to assess requests for an extension of time for a planning permit. As part of the assessment, council are able to specify the following dates: : expiry date for commencement of development : expiry date for completion of development : expiry date for commencement of use : expiry date for plan to be certified : expiry date for signage.
33.	Print view (SmartForm) version of an application document.	Applicant Contact	Cosmetic changes have been made to the print view version of Planning Classification applications to reduce the possibility of users thinking the SmartForm could be used as a data entry form for submission to council. This was achieved by removing items from the form which invite the user to interact with the form. Examples of removed items include 'drop down' indicators and 'information' icons. In addition, in the checklist section of the SmartForm (Section 9), The list of mandatory documents required to support the application is being replaced by the list of documents currently supplied for the application.
34.	New function: Release a lodged plan for re-certification.	Applicant Contact	Once an application has been lodged at Land Victoria, Applicant Contacts wishing to apply to council to amend a certified plan (Form 18) are now required to request Land Victoria to release the plan. The request can be made by entering free form text or by attaching a document.
35.	New function: Release a lodged plan for re-certification.	Land Victoria	When Land Victoria users receive a request to release a lodged plan, they need to complete a SPEAR form releasing the plan for re-certification.
36.	New function: Release a lodged plan for re-certification.	Land Victoria	Land Victoria users now have the ability to directly request an Applicant Contact to submit an application to council to amend a certified plan (Form 18).
37.	New function: Release a lodged plan for re-certification.	Land Victoria	Land Victoria users are now able to view applications where an 'application to amend a certified plan (Form 18)' has been submitted to council following: 1. Land Victoria assessing a request to release a lodged plan, or 2. Land Victoria requesting the Applicant Contact to submit an application to amend a certified plan.

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38.	New function: Release a lodged plan for re-certification.	Land Victoria	On the Land Victoria Summary UI, a new link, 'Land Victoria has mandatory actions,' is displayed where Land Victoria have an outstanding action to assess a 'request to release a lodged plan'.
39.	New function: Release a lodged plan for re-certification.	Land Victoria	On the Land Victoria Application List, there is a new column which indicates if there is an outstanding action for Land Victoria to assess a 'request to release a lodged plan'.
40.	Modify Clause ID's	Spear Administration	SPEAR administrators can add and modify the mapping of Planning Scheme Clause Ids, to triggers on Zones, Overlays and Provisions. This change supports Department of Planning and Community Development reporting.
41.	Create and maintain Organisations / Sites - Selection	SPEAR and Local Administration	The following enhancements have been made to the Manage Organisation selection screen: 1. The buttons on the Organisation selection screen have been re-arranged to improve usability. 2. If an organisation has multiple sites and all sites have a <i>Site Name</i> , one <i>Organisation Name</i> is appended with an asterisk to indicate which record can be edited to change the organisation details (name, ABN, organisation logo, etc).
42.	Create and maintain Organisations / Sites.	SPEAR and Local Administration	When entering details for a new organisation or site, the administrator must now provide a short name.
43.	Create and maintain Organisations / Sites.	SPEAR and Local Administration	The following changes to the maintenance of organisation and site details have been made: 1. Screen layout changes to group fields into sections and allow sections to expand and collapse. 2. A history of organisation creation and modification is kept. 3. Changed label for <i>Site Suffix</i> to 'Site Name'.
44.	Manage Users - Selection	SPEAR and Local Administration	The following enhancements have been made to the Manage Users selection screen: 1. In the <i>User Role</i> column, the term Local Administrator has been abbreviated to <i>Administrator</i> . 2. In the <i>Authentication Level</i> column, the term <i>Password Approval</i> has been abbreviated to <i>Password</i> 3. If the organisation has multiple sites, a new column <i>Site</i> appears listing all the sites the user is assigned to.
45.	Create and maintain Users.	SPEAR and Local Administration	1. A user can now be assigned to multiple sites within an organisation. 2. A Local Administrator can assign anyone in the organisation to their site. 3. A user at a council or Referral Authority organisation may be assigned the user role of 'Applicant Contact' Note: The user role that creates a Council-hosted application has been named '3rd Party Applicant' 4. A history of the roles and sites a user is assigned is kept. 5. A Local Administrator can create another Local Administrator. It remains that they cannot edit another Local Administrator. 6. Mouse over text provides field definitions for many fields. 7. Screen layout changes

	Feature	Users Impacted	Description
46.	KPI reporting	Registered Users	KPI reporting is being redeveloped and will not be available until it is re-instated in Release 2.3
47.	Document Versions	Registered Users	Name of document authenticator and organisation is displayed on all document version screens.