

Purpose of this User Guide

The purpose of this User Guide is to provide assistance to council users of SPEAR about what steps to perform when they first receive a new application in SPEAR.

Who should read this?

Primary audience: Councils
For information: Applicant contacts and Referral Authorities

Introduction

Accepting a new application signifies that the application is complete enough to enable it to be processed by the council. Accepting an application should occur at around the same time that the council registers it in the council's Planning Register.

If the application is missing vital information or has been supplied to the wrong council then it can be rejected. Having accepted the application, the council has the option at all times to request further information from the Applicant Contact through SPEAR.

2.1 How will a Council know that a new application has been lodged?

- There are two ways that a SPEAR council user can find out about a new application:
 1. A notification (email) will be sent to council's assigned inbox advising that a new application has been lodged for their consideration –and-
 2. Once you login to SPEAR, the initial screen showing the current list of applications for your council will display the new application with a status of "submitted" and indicate that there are actions required for that application.
- The application can be accessed via the SPEAR email notification by clicking on the [Website](#) link (URL) in the e-mail. An internet browser window will open at the SPEAR login screen. After successfully entering their login details, the SPEAR user is directed to the Summary Screen of the relevant SPEAR application.
- From the Details Screen in SPEAR a council may peruse the application contents including the application forms, the plan and other accompanying

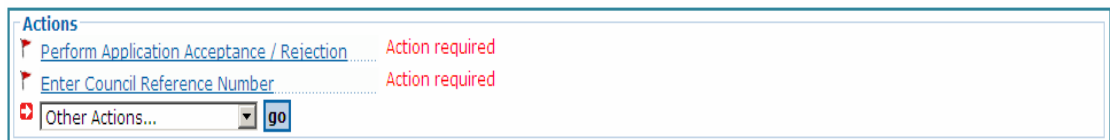
documentation by clicking on the name of the relevant documents under the "Application Contacts" section.

2.2 What is the difference between a "Submitted" application and one that is "Lodged at Council"?

- A "Submitted" application is one that has been submitted to SPEAR but has not yet been accepted by the council in SPEAR.
- An application that is "Lodged at Council" is one where the application has been accepted and registered by the council, in SPEAR.
- Acceptance of the application is an important step as it triggers the statutory time clocks. Statutory time clocks are not managed within SPEAR. Acceptance or rejection is a mandatory action for the relevant council once an application has been submitted through SPEAR.
- Accepting the application will typically be the point at which most council's will retrieve the application details from SPEAR. They will do this by either printing documents for hard copy files or saving documents electronically to their document management system. The "Bulk Download" function in SPEAR makes downloading or printing multiple documents at once faster and easier.

2.3 How does a Council accept an application in SPEAR?

From the Details Screen in SPEAR, council select the mandatory action to "Perform Application Acceptance / Rejection". This action may only be performed by a council user whose authentication level is "Password Approval" or "Signing".



The next screen displayed will vary according to the type of application being examined.

For subdivision applications:

- To accept or reject an application, a council user selects the "Perform Application Acceptance/Rejection" action from the Details Screen and selecting the relevant radio button.

For PAO applications:

- Council has three options:

1. Accept the application as submitted by the applicant.
 2. Accept the application after modifying the "Permit Category" by selecting an option from the drop down box or modifying the "Proposal Description" by amending the text in the free form text box.
 3. Reject the application submitted by the applicant.
- Council still has the option to request further information about the application once it has been accepted.
 - Rejecting an application sets the application back to a status of "**Draft**". The application can then be re-submitted, with the missing or incorrect information rectified. The Applicant Contact may also choose to delete the application.
 - The applicant will receive a notification email once council has performed the accept/reject action.

2.4 When will a Council accept a new application?

- The trigger for councils to register and accept the application may vary from council to council based on their individual policies, particularly relating to whether or not they will register an application without the statutory application fees having been received.

2.5 How do you add a reference number & a responsible delegate?

- Once council has accepted a new application, they need to add the council's reference number. This enables the council and other users to search for the application using the council reference number.
- As part of the action to add reference numbers, the application can be assigned to a council staff member or "Responsible Delegate". The "Responsible Delegate" is assigned by selecting from a drop-down list of all staff in the council with access to SPEAR.

Need more information?

Further information on this topic can be found by:

1. Visiting the SPEAR website www.landexchange.vic.gov.au/SPEAR
2. Contacting the SPEAR Service Desk on 8636 3049 or email spear.info@dse.vic.gov.au
3. Selecting the Help link in the relevant area of the SPEAR system