# ATS module 1 video transcript

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00:00:00.030 --> 00:00:03.970

In this video, we provide users of the amendment tracking system or ATS,

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00:00:04.430 --> 00:00:06.730

an overview of the system and its different components.

2

00:00:07.470 --> 00:00:09.930

We also show how users can gain access.

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00:00:13.010 --> 00:00:14.220

Firstly, what is ATS?

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00:00:14.760 --> 00:00:19.180

The amendment tracking system is a digital system that includes a centralised

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00:00:19.420 --> 00:00:23.020

database of planning scheme information and amendments.

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00:00:23.020 --> 00:00:27.940

Planning authorities who want to make a change to a planning scheme need to use ATS where

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00:00:27.940 --> 00:00:29.180

they can create an amendment;

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00:00:29.870 --> 00:00:33.820

draft required changes to the planning scheme; and where an amendment can be

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00:00:33.820 --> 00:00:34.660

submitted and tracked online.

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00:00:34.660 --> 00:00:39.630

ATS improves access to planning information for community,

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00:00:40.230 --> 00:00:41.510

industry and local government.

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00:00:43.430 --> 00:00:47.800

This diagram of the amendment tracking system shows the various products and

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00:00:47.800 --> 00:00:51.520

tools that are used to enable and support the amendment process.

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00:00:52.420 --> 00:00:54.000

ATS tracking, in particular,

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00:00:54.260 --> 00:00:59.120

the online portal, is accessed by staff from planning authorities such as

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00:00:59.120 --> 00:01:03.560

councils and the department to create an amendment, select ordinance changes,

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00:01:04.100 --> 00:01:04.933

submit forms,

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00:01:05.510 --> 00:01:10.480

request a panel preset or hearing and track the status of an amendment.

19

00:01:11.000 --> 00:01:15.840

Dynamics and SharePoint are other products that form part of ATS tracking.

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00:01:17.630 --> 00:01:21.780

These products are only used by staff from the department.

21

00:01:22.010 --> 00:01:26.940

Data that is submitted from the online forms gets stored

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00:01:27.730 --> 00:01:28.620

into dynamics.

23

00:01:29.600 --> 00:01:34.060

Any supporting documents such as an explanatory report or instruction sheet

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00:01:34.930 --> 00:01:37.740

gets stored into SharePoint.

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00:01:37.740 --> 00:01:42.260

ATS authoring or the Keystone system is a product that is used to edit details

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00:01:42.260 --> 00:01:43.620

within selected ordinance.

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00:01:44.580 --> 00:01:48.540

Keystone is only used when an amendment includes changes to ordinance of a

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00:01:48.620 --> 00:01:49.453

planning scheme.

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00:01:50.570 --> 00:01:54.650

Keystone includes functionality to produce a PDF of ordinance in final form

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00:01:54.830 --> 00:01:57.730

and content, also known as an interim publish.

31

00:01:58.030 --> 00:02:01.770

The ordinance changes tool that is available from the amendment detail screen

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00:02:01.960 --> 00:02:06.690

when in the ATS tracking portal will need to be used to select the ordinance

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00:02:06.690 --> 00:02:10.090

that is being changed as part of the amendment. When an amendment gazettes,

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00:02:10.270 --> 00:02:15.170

the final drafted ordinance will be used to update the ordinance master

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00:02:15.240 --> 00:02:18.570

copy that is also used in planning schemes online.

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00:02:19.030 --> 00:02:23.970

So let's take a look at ATS where users can access or create a new amendment and

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00:02:23.970 --> 00:02:27.650

we'll show where the ordinance changes tool can be found and how users can

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00:02:27.650 --> 00:02:30.130

easily navigate to an amendment document in ATS authoring.

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00:02:30.580 --> 00:02:35.370

We'll also show how users can navigate to the appropriate forms to submit

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00:02:35.470 --> 00:02:39.690

the amendment to the department or where they can request a panel preset or

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00:02:39.690 --> 00:02:40.523

panel hearing.

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00:02:40.980 --> 00:02:45.290

Don't forget too that ATS tracking provides an easy way for users to track the

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00:02:45.290 --> 00:02:46.330

status of their amendments.

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00:02:46.330 --> 00:02:50.370

The link to the amendment tracking system is available from the planning.vic.gov.au

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00:02:50.850 --> 00:02:55.730

website and you can use a search website functionality here and if I

46

00:02:55.730 --> 00:02:59.240

just type in ATS, you can see various

47

00:02:59.240 --> 00:03:02.120

results and we are looking for the amendment tracking system.

48

00:03:04.510 --> 00:03:08.170

On this page. You can access the

49

00:03:08.540 --> 00:03:13.210

links to login to the amendment tracking system in.

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00:03:13.310 --> 00:03:17.770

You can also log directly into authoring or the interim publish module,

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00:03:18.190 --> 00:03:21.490

but usually you would log into the amendment tracking

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00:03:21.520 --> 00:03:26.130

part of the system and to the right of screen is where you can find additional

53

00:03:26.330 --> 00:03:31.210

guidance and materials. Clicking on the logging into amendment tracking

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00:03:31.210 --> 00:03:35.460

system. So I would log in with my username and password.

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00:03:35.480 --> 00:03:37.580

Now I'm actually logging into a test system,

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00:03:37.600 --> 00:03:39.940

so there is only test data in this system,

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00:03:40.480 --> 00:03:43.100

so I log in with my username and password that I would've signed up with.

58

00:03:44.420 --> 00:03:45.253

Clicking sign in.

59

00:03:50.390 --> 00:03:55.270

I navigate to my dashboard and in my dashboard I can see any active amendments

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00:03:55.270 --> 00:03:56.790

where I am the primary contact.

61

00:03:57.940 --> 00:04:02.760

So these are amendments that either I have created or where I have

62

00:04:02.760 --> 00:04:04.840

been listed as a primary contact as well.

63

00:04:05.460 --> 00:04:09.800

All active is showing me any active amendments that have been

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00:04:09.870 --> 00:04:13.320

initiated by the organisation that I work in.

65

00:04:13.820 --> 00:04:18.560

And this is test data and I'm playing the role as a planner from

66

00:04:19.020 --> 00:04:21.450

Nillumbik. Also,

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00:04:21.450 --> 00:04:25.050

another tab will show you finished or completed amendments as well.

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00:04:25.230 --> 00:04:28.690

You can search for a particular amendment by entering any key word.

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00:04:30.120 --> 00:04:32.730

I'll enter amendment number, hitting enter key,

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00:04:33.790 --> 00:04:36.050

and I can find that particular amendment.

71

00:04:37.190 --> 00:04:39.780

There is also extra filters available if needed.

72

00:04:40.000 --> 00:04:44.820

If I wanted to change my name or my profile, I can click on the profile,

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00:04:44.960 --> 00:04:49.820

top right of screen and select update profile. I can change my name as needed.

74

00:04:52.360 --> 00:04:57.250

Also available under the profile is an area where current users of the

75

00:04:57.250 --> 00:05:02.050

system can add additional users to the system via the managed group's function.

76

00:05:03.440 --> 00:05:04.610

Selecting managed groups,

77

00:05:05.770 --> 00:05:10.670

you'll see the list of users or members of the group that you

78

00:05:10.670 --> 00:05:11.503

belong to.

79

00:05:12.410 --> 00:05:16.270

And here you can add in a new member or delete an existing member.

80

00:05:16.500 --> 00:05:21.230

It's important to note if I do add in a new user to the portal

81

00:05:21.890 --> 00:05:26.390

to this ATS tracking portal. If they need access to the authoring system,

82

00:05:26.730 --> 00:05:31.270

an email will need to be sent to

83

00:05:31.420 --> 00:05:34.270

planning.support@delp.vic.gov au

84

00:05:35.750 --> 00:05:37.340

Navigating back to the dashboard,

85

00:05:37.480 --> 00:05:39.940

if I wanted to see an existing amendment detail,

86

00:05:40.700 --> 00:05:44.100

I can see there's one here that an amendment has been already submitted to the

87

00:05:44.100 --> 00:05:47.660

department with the status of authorization. Under consideration,

88

00:05:47.690 --> 00:05:51.500

I'll choose this one, this draft amendment and it's GC amendment.

89

00:05:51.930 --> 00:05:56.130

I'll just open up that. Looking at the details page of the amendment,

90

00:05:56.450 --> 00:06:00.600

I can see the amendment classification titles.

91

00:06:01.670 --> 00:06:03.440

Also the affected planning schemes here.

92

00:06:05.470 --> 00:06:07.130

In this case being a 20 part four,

93

00:06:07.490 --> 00:06:10.850

I can see the relevant stages that a 20 part four amendment goes through.

94

00:06:11.540 --> 00:06:13.890

There are buttons here below the details.

95

00:06:14.710 --> 00:06:19.370

If I want to change ordinance or select ordinance to change from the planning

96

00:06:19.400 --> 00:06:22.450

schemes, I would select the ordinance changes tool.

97

00:06:23.350 --> 00:06:26.490

If I'm ready to submit this amendment to the department,

98

00:06:27.250 --> 00:06:29.890

I can choose the amendment application form.

99

00:06:31.610 --> 00:06:32.920

There are options as well.

100

00:06:33.450 --> 00:06:38.400

These options that appear on this detail screen depends on the status

101

00:06:38.510 --> 00:06:39.560

that the amendment is at.

102

00:06:40.960 --> 00:06:43.700

If there are ordinance instructions already as part of this amendment,

103

00:06:43.890 --> 00:06:46.260

they'll be available as well in a list.

104

00:06:47.800 --> 00:06:49.370

Selecting ordinance instructions,

105

00:06:49.690 --> 00:06:54.690

I can easily see what ordinance has been selected with particular actions and

106

00:06:54.710 --> 00:06:57.610

as there have already been ordinance changes selected.

107

00:06:57.750 --> 00:06:59.090

As I can see down here as well,

108

00:06:59.380 --> 00:07:04.290

there is a link already available to ATS authoring and I can click this link

109

00:07:04.350 --> 00:07:05.810

to go to the authoring system.

110

00:07:08.960 --> 00:07:13.030

Navigating this system is easy where I can navigate back to my dashboard by

111

00:07:13.030 --> 00:07:15.870

select the my dashboard link at the top right of screen,

112

00:07:16.250 --> 00:07:18.950

or even through the breadcrumbs available top left screen.

113

00:07:24.440 --> 00:07:27.740

If I was to find a particular amendment needs,

114

00:07:27.980 --> 00:07:31.260

a change in the primary contact, for example, this one here,

115

00:07:31.680 --> 00:07:33.340

if I needed to change the primary contact,

116

00:07:33.780 --> 00:07:37.100

I can just navigate to the amendment detail screen

117

00:07:40.770 --> 00:07:42.390

and update the primary contact.

118

00:07:42.600 --> 00:07:47.010

Completing this form and saving the form will enable

119

00:07:47.430 --> 00:07:51.610

the contact to be updated. We see that contacts updated there,

120

00:07:51.700 --> 00:07:56.050

which will be reflected in the dashboard as well. Again,

121

00:07:56.050 --> 00:08:00.930

if I select all active, I can see that C 1 0 5 3

122

00:08:02.480 --> 00:08:06.420

has the primary contact updated. To start a new amendment, it's easy.

123

00:08:06.480 --> 00:08:10.700

You click the start amendment button and you just fill in basic details for the

124

00:08:10.700 --> 00:08:14.980

amendment, which include the primary contact, selecting the relevant contact.

125

00:08:15.250 --> 00:08:18.780

I'll just choose this particular contact. Amendment title,

126

00:08:24.790 --> 00:08:27.090

The relevant planning scheme by default,

127

00:08:27.310 --> 00:08:30.170

it takes me to the planning scheme or the group that I belong to,

128

00:08:30.550 --> 00:08:33.810

but if it was to choose another planning scheme such as Banyule

129

00:08:34.240 --> 00:08:39.210

automatically the amendment type does change to a GC. Only

130

00:08:39.210 --> 00:08:43.570

department staff get access to the VPP, which will then

131

00:08:43.580 --> 00:08:47.770

drive if the amendment is a V or VC amendment.

132

00:08:49.250 --> 00:08:53.090

Classification is important because that determines the stages an amendment goes

133

00:08:53.090 --> 00:08:56.950

through. If the amendment only contains maps,

134

00:08:57.210 --> 00:09:00.550

of course you won't need to use the ATS authoring the Keystone system,

135

00:09:01.450 --> 00:09:04.390

but if it includes ordinance or both ordinance and maps,

136

00:09:04.490 --> 00:09:07.150

you'll have to do authoring in Keystone as well.

137

00:09:08.250 --> 00:09:11.110

So I'll choose the amendment to be exhibited and that this amendment is,

138

00:09:11.210 --> 00:09:15.030

is going to affect both ordinance and maps of the planning scheme.

139

00:09:17.120 --> 00:09:17.980

And I'll choose "No"

140

00:09:17.980 --> 00:09:21.300

that this amendment does not add or remove an incorporate document.

141

00:09:21.800 --> 00:09:23.540

Now my submit button is active.

142

00:09:24.010 --> 00:09:28.580

It's active because I've completed those required fields. Once I select submit,

143

00:09:29.840 --> 00:09:30.673

the system

144

00:09:32.460 --> 00:09:36.070

will allocate the particular amendment number and in this case,

145

00:09:36.070 --> 00:09:38.150

because I've chosen two planning schemes,

146

00:09:38.930 --> 00:09:40.830

it will be a GC amendment. Once created

147

00:09:40.930 --> 00:09:44.950

we get the amendment number and we can see the ordinance changes tool from the

148

00:09:44.950 --> 00:09:45.783

amendment details.

149

00:09:49.350 --> 00:09:50.570

To get access to the system,

150

00:09:51.150 --> 00:09:56.050

new users can register by selecting the signup link that is available from the

151

00:09:56.050 --> 00:09:57.650

login screen. However,

152

00:09:57.910 --> 00:10:01.970

the easiest way to gain access is for an existing user from the same

153

00:10:01.970 --> 00:10:06.410

organisation to use the managed group function that is available under their

154

00:10:06.410 --> 00:10:11.300

profile. An email will still need to be sent to planning.support@delwp.vic.gov.au

155

00:10:11.570 --> 00:10:16.300

for the new user

156

00:10:16.520 --> 00:10:21.300

to be provided access to ATS authoring. Key things to remember when using ATS

157

00:10:21.930 --> 00:10:24.220

when amendment includes changes to ordinance,

158

00:10:24.390 --> 00:10:27.540

users must access and use the ordinance changes tool,

159

00:10:27.710 --> 00:10:32.530

which is available from the amendment detail screen. ATS authoring or the Keystone

160

00:10:32.530 --> 00:10:36.970

product should then be used to enter the details of the proposed changes in the

161

00:10:37.130 --> 00:10:40.510

selected ordinance. Changes may include new provisions,

162

00:10:40.820 --> 00:10:44.790

updates to existing provisions that may include replacement of images as well.

163

00:10:46.280 --> 00:10:51.250

It's in ATS authoring where users can also perform a health check to ensure

164

00:10:51.360 --> 00:10:53.570

that the ordinance remains structurally correct,

165

00:10:53.870 --> 00:10:58.810

or if any parts of their selected ordinance requires a refresh or new copy

166

00:10:58.920 --> 00:10:59.753

from the master,

167

00:10:59.780 --> 00:11:03.210

which can be accessed after running the refresh amendment workflow process.

168

00:11:05.200 --> 00:11:08.660

The interim published module of the authoring system can be accessed while the

169

00:11:08.660 --> 00:11:10.460

user is in the amendment document as well.

170

00:11:10.650 --> 00:11:15.020

It's interim publish that will show a PDF of ordinance in final form and

171

00:11:15.020 --> 00:11:19.670

content. The other modules in these learning videos cover many of these topics.

172

00:11:19.800 --> 00:11:24.070

There is a community of ATS users and also support available. The schemes and

173

00:11:24.070 --> 00:11:24.570

amendments.

174

00:11:24.570 --> 00:11:27.870

Yamma community is a member only community where users of the systems can post

175

00:11:28.310 --> 00:11:31.470

feedback questions and where they can receive timely updates.

176

00:11:32.930 --> 00:11:36.030

The team from planning support can assist with all technical questions.

177

00:11:36.940 --> 00:11:41.510

It's best to email them at planning.support@delwp.vic.gov.au.

178

00:11:41.990 --> 00:11:46.990

Online guides are also available from the planning.vic.gov.au website.

179

00:11:47.300 --> 00:11:49.430

Just navigate to the ATS landing webpage.