

DEVELOPMENT ASSESSMENT BEST PRACTICE PROCESS MAP

Stage		Days	Actions	Responsibility	
1	PRE-LODGEMENT	N/A	<ul style="list-style-type: none"> Pre-lodgement advisory services. Pre-lodgement meetings with applicants and referral authorities (where relevant). 	Duty assessment officer including planners and surveyors Senior assessment staff and technical officers	
2	LODGEMENT, NOTIFICATION, REFERRAL AND ALLOCATION	1-6	<ul style="list-style-type: none"> Applicant submits DA which is checked for completeness and adequacy against the Secretary's Requirements. 	Assessing officers	
			<ul style="list-style-type: none"> Lodgement processed. 	Customer service staff	
			<ul style="list-style-type: none"> Clearing house. 	Senior assessment staff, technical officers and other specialist council staff	
			<ul style="list-style-type: none"> Updates, file management, completing exhibition and notification requirements, completing internal and external referrals, delivering file to assessing officer with any notes or conditions from the clearing house. 	Administration officers	
3	ASSESSMENT	6-30	<ul style="list-style-type: none"> Preliminary Assessment. Stop the Clock. Final Assessment. 	Assessing officers	
		<i>Preliminary Assessment</i>	6-15	<ul style="list-style-type: none"> Site visit. 	Assessing officers and specialist council staff
				<ul style="list-style-type: none"> Advise applicant of report back date. 	Assessment officers
				<ul style="list-style-type: none"> Review of application for compliance with relevant legislation and planning instruments. 	Assessment officers
				<ul style="list-style-type: none"> Referrals to be completed. 	Specialist council staff
				<ul style="list-style-type: none"> Identify issues and non-compliances, consider referral comments and submissions, complete assessment report. 	Assessment officers
				<ul style="list-style-type: none"> Directions meeting where required. 	Assessment officers and more senior officers
				<ul style="list-style-type: none"> Report back email or phone call to applicant. 	Assessment officers
				<ul style="list-style-type: none"> Fast Track applications may be finalised and proceed to determination stage. 	Assessment officers
		<i>Stop the Clock</i>	15	<ul style="list-style-type: none"> Incomplete and/or major deficiencies: applicant is to be given 14 days to withdraw application or it will be rejected or refused. 	Assessment officers
		<ul style="list-style-type: none"> Letter to be sent if minor amendment or information required. Applicant must respond within 14 days or the application will be refused. 	Assessment officers		
	15	<ul style="list-style-type: none"> Update(s) to Planning Portal where necessary. 	Administration officers		
<i>Final Assessment</i>	15-30	<ul style="list-style-type: none"> Review of minor amendments and additional information, complete assessment report. 	Administration officers		
4	DETERMINATION				
		<i>Fast Track Applications</i>	15-20	<ul style="list-style-type: none"> Peer review. 	Equal or more senior officer
			20-25	<ul style="list-style-type: none"> Determination by delegated authority. 	Per instrument of delegation
		<i>Standard Applications</i>	30-35	<ul style="list-style-type: none"> Peer review. 	Equal or more senior officer
			35-40	<ul style="list-style-type: none"> Determination by delegated authority. 	Per instrument of delegation
			35-40	<ul style="list-style-type: none"> Determination by council, IHAP and JRPP. 	Per instrument of delegation
5	POST-DETERMINATION				
		<i>Fast Track Applications</i>	25	<ul style="list-style-type: none"> Contact applicant and advise of determination. 	Assessment officers
				<ul style="list-style-type: none"> Prepare Notice of Determination, and any relevant consent and stamped plans. 	Administration officers
				<ul style="list-style-type: none"> Check determination material. 	Assessment officers
				<ul style="list-style-type: none"> Provide determination package to applicant. 	Administration officers
		<i>Standard Applications</i>	40	<ul style="list-style-type: none"> Contact applicant and advise of determination. 	Assessment officers
		<ul style="list-style-type: none"> Prepare Notice of Determination, and any relevant consent and stamped plans. 	Administration officers		
		<ul style="list-style-type: none"> Check determination material. 	Assessment officers		
		<ul style="list-style-type: none"> Provide determination package to applicant. 	Administration officers		