## DEVELOPMENT ASSESSMENT BEST PRACTICE PROCESS MAP





LODGEMENT,

NOTIFICATION, REFERRAL AND ALLOCATION

| Days | Actions   | Responsibility   |
|------|---|--|
| N/A  | <ul> <li>Pre-lodgement advisory services.</li> <li>Pre-lodgement meetings with applicants and referral authorities (where relevant).</li> </ul> | Duty assessment officer including planners and surveyors |
|      |   | Senior assessment staff and technical officers           |



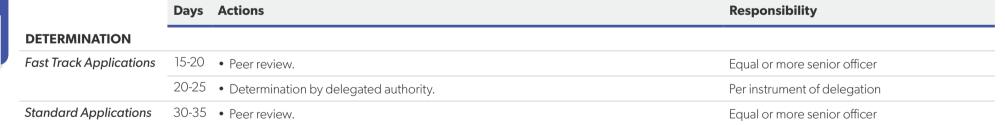
Stage

Δ

| Days | Actions  | Responsibility   |
|------|--|--|
| 1-6  | <ul> <li>Applicant submits DA which is checked for completeness and adequacy against the<br/>Secretary's Requirements.</li> </ul>  | Assessing officers   |
|      | • Lodgement processed.   | Customer service staff   |
|      | Clearing house.  | Senior assessment staff, technical officers and other specialist council staff |
|      | • Updates, file management, completing exhibition and notification requirements, completing internal and external referrals, delivering file to assessing officer with any notes | Administration officers  |

or conditions from the clearing house.

|                        | Days  | Actions   | Responsibility                               |
|------------------------|-------|---|--|
| ASSESSMENT             | 6-30  | <ul><li>Preliminary Assessment.</li><li>Stop the Clock.</li><li>Final Assessment.</li></ul>   | Assessing officers                           |
| Preliminary Assessment | 6-15  | • Site visit.   | Assessing officers and specialist council st |
|                        |       | Advise applicant of report back date.   | Assessment officers                          |
|                        |       | • Review of application for compliance with relevant legislation and planning instruments.  | Assessment officers                          |
|                        |       | • Referrals to be completed.  | Specialist council staff                     |
|                        |       | <ul> <li>Identify issues and non-compliances, consider referral comments and submissions,<br/>complete assessment report.</li> </ul>                      | Assessment officers                          |
|                        |       | • Directions meeting where required.  | Assessment officers and more senior office   |
|                        |       | • Report back email or phone call to applicant.   | Assessment officers                          |
|                        |       | • Fast Track applications may be finalised and proceed to determination stage.  | Assessment officers                          |
| Stop the Clock         | 15    | <ul> <li>Incomplete and/or major deficiencies: applicant is to be given 14 days to withdraw<br/>application or it will be rejected or refused.</li> </ul> | Assessment officers                          |
|                        |       | • 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    | • Update(s) to Planning Portal where necessary.   | Administration officers                      |
| Final Assessment       | 15-30 | • Review of minor amendments and additional information, complete assessment report.  | Administration officers                      |



|                         | 35-40 • Determination by delegated authority. |  | Per instrument of delegation |
|-------------------------|---|--|------------------------------|
|                         | 35-40   | Determination by council, IHAP and JRPP.                                       | Per instrument of delegation |
|                         |   |  |                              |
|                         | Days  | Actions  | Responsibility               |
| POST-DETERMINATIO       | N   |  |                              |
| Fast Track Applications | 25  | Contact applicant and advise of determination.                                 | Assessment officers          |
|                         |   | • Prepare Notice of Determination, and any relevant consent and stamped plans. | Administration officers      |
|                         |   | Check determination material.  | Assessment officers          |
|                         |   | Provide determination package to applicant.                                    | Administration officers      |
| Standard Applications   | 40  | Contact applicant and advise of determination.                                 | Assessment officers          |
|                         |   | • Prepare Notice of Determination, and any relevant consent and stamped plans. | Administration officers      |
|                         |   | Check determination material.  | Assessment officers          |
|                         |   | Provide determination package to applicant.                                    | Administration officers      |
|                         |   |  |                              |