How to…
Navigate the Relevant Authority Development Application Processing (DAP) dashboard

Government of South Australia
Attorney-General's Department

PlanSA

Version 1.0
Software version 3.05.0

Included instructions

- Navigating the Dashboards

- Navigating the Assessments dashboard tabs

- Navigating the Assessments dashboard functions

- Application movement through the Assessments tabs

Related Instructions

Available from the PlanSA Support Library:

- Verify an application consent
- Assess an application consent
- Issue development approval
- Building Notifications
- Building Inspections
- Operational and application reporting

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Navigating the Dashboards

For more information about the DAP dashboard options refer to the numbered items.
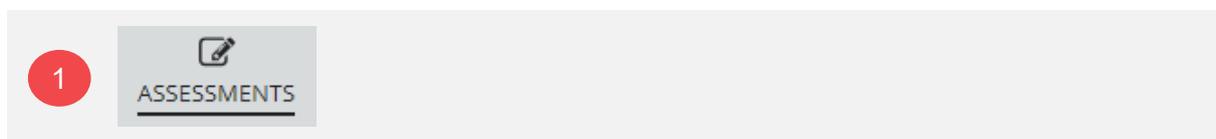
The **Assessments** dashboard is where the assessment of an application is performed and development approval is granted. Other tasks carried out in the Assessments dashboard are post assessment activities such as submitting mandatory building notifications and re-inspection notifications, and inspections management and recording of inspection outcomes.
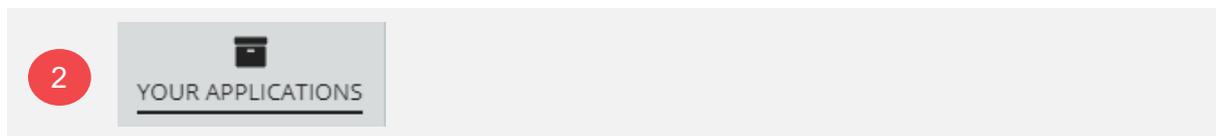
The **Your Applications** dashboard is where new applications can be submitted on-behalf of an applicant and/or for your organisation. This option will not show applications assigned to you as the assessing officer (these are available from the **Assessments** option).

For applications submitted 'on-behalf' of an applicant, these applications will no longer be available from **Your Applications** when the applicant 'takes control' as ownership of the application is now with the applicant.
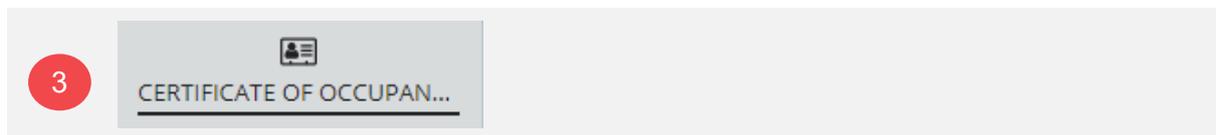
The **Certificate of Occupancy** dashboard is where the relevant authority validates and issues a Certificate of Occupancy (CoO). Visit the PlanSA Support Library and refer to – Certificate of Occupancy for more details.
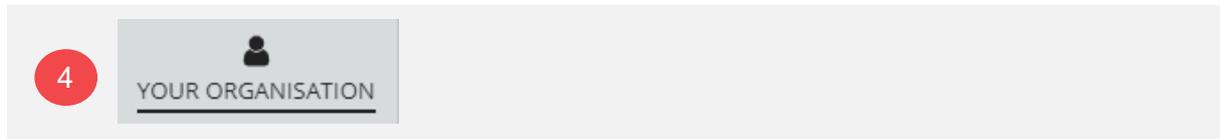
The **Your Organisation** dashboard is 'only' available to individuals who have been assigned the 'Organisation Administrator' role. An Organisation Administrator can maintain the organisation contact details, standard conditions and notes, and user profiles and access.

Visit the PlanSA Support Library and refer to – Your organisation details, conditions and notes, and users for more details.

The **PlanSA Data Service** option is the gateway to the Section 7 report. Visit the PlanSA Support Library and refer to – Organisation and application reporting for more details.

The User **Profile** option enables you to 'Sign Out' of the DAP and/or to add a 'Profile' photo. To update your profile details (name and contact details) send a request to your 'Organisation Administrator'. The 'Settings' option changes to 'Email Notifications' is not enabled; although changes can be made within this screen.

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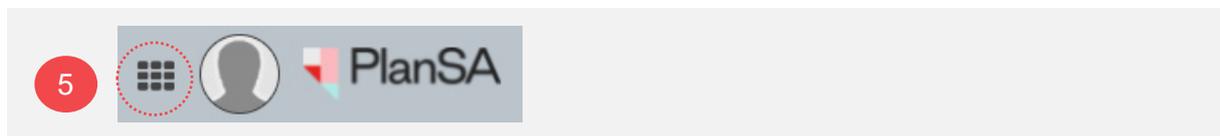Attorney-General's Department

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Navigating the Assessments dashboard tabs

As a development application progresses through the development approval process the application similarly moves through the **Assessments** tabs. The number shown in brackets indicates the number of applications listed for the entire organisation and not just the ones assigned to you.

FOR YOUR ACTION (17)

This tab shows the applications with an action to be completed by you (when assigned to you) or by another team member; for example:

- Start verification
- Endorse a fee refund
- Acknowledge a fee endorsement
- Evaluate the request for information

Until the action is completed the application will remain visible within this tab. On completion, the application will move to another tab; for example: 'Assessment in Progress', or 'Completed'.

ASSESSMENT IN PROGRESS (37)

This tab shows applications that are undergoing or pending verification, assessment or development approval.

WAITING (12)

This tab shows applications with an applicant to complete an action; for example: 'Upload Requested Information', 'Make a Payment', and 'Submit the next Consent / Stage'.

UPCOMING (1)

This tab shows applications with another relevant authority (e.g., accredited professional, State Planning Commission, Regional Assessment Panel) where you are the relevant authority for the next consent.

COMPLETED (18)

This tab shows applications that have been 'Granted' or 'Refused' consent, or granted development approval.

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BUILDING NOTIFICATIONS (0)

This tab shows building notifications awaiting determination if an inspection is required.

RE-INSPECTION NOTIFICATIONS (0)

This tab shows re-inspection notifications requiring an inspection outcome to be recorded

Navigating the Assessments dashboard functions

Submit mandatory building notification

This function is visible to both the relevant authority and the applicant to submit building notifications during the commencement and completion of the development construction.

Submit mandatory Re-Inspection notification

This function is visible to both the relevant authority and applicant to submit a re-inspection notification, which occurs when the building inspector on initial inspection of the building / building work has recorded an 'unsatisfactory' outcome.

Inspections

This function is visible only to 'councils' to manage and record inspection outcomes, and create ad-hoc inspections.

Reporting

This function is visible to 'councils' to manage application timeframes and workload, and is a gateway to the application and statutory reporting in the PowerBI tool.

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Application movement through the Assessments tabs

During an application's assessment for development approval it may appear in multiple tabs. For example, 'Planning Consent has been completed' will show in the **Completed** tab, while the next action now with you to carry out, such as the 'Building Consent Assessment', will show in the **For Your Action** tab.

Illustrated below are four scenarios that chart the movement of an application through the **Assessments tabs for a relevant authority** and through the **Your Applications tabs for an applicant**.

Scenario 1
Relevant Authority requests further Information (RFI)

Action being performed	Application with…	Relevant Authority Application moves to tab	Applicant Application moves to tab
Applicant informed of the RFI and gathers requested information.	Applicant	Waiting	For Your Action
Receives the RFI response from the applicant and determines if the RFI has been fully satisfied or not.	Relevant Authority	For Your Action	Under Assessment
Yes.	Relevant Authority	Assessment in progress	Under Assessment
No.	Applicant	Waiting	For Your Action

Scenario 2
With the invoice contact to make a payment

Action being performed	Application with…	Relevant Authority Application moves to tab	Invoice Contact Application moves to tab
Payment request sent to the invoice contact to make payment.	Invoice contact	Waiting	For Your Action
The invoice contact pays the fee advice.	Relevant Authority	For you Action	Under Assessment

Scenario 3
With the primary contact to submit next consent (building)

Action being performed	Application with…	Relevant Authority Application moves to tab	Primary contact Application moves to tab
Planning consent has been granted.	Applicant	Upcoming	For Your Action
Applicant submits the application for building consent.	Relevant Authority	For you Action	Under Assessment
Commences verification of the building consent	Relevant Authority	Assessment in progress	Under Assessment

Scenario 4
The 2nd relevant authority waiting to undertake the building consent assessment

Action being performed	Application with…	2nd Relevant Authority Application moves to tab	Applicant Application moves to tab
Verification of planning consent in progress.	Relevant Authority (accredited professional)	Up Coming	Under Assessment
Planning consent granted by the accredited professional.	2nd Relevant Authority (Council)	Completed	Under Assessment
Start verification building consent.	2nd Relevant Authority (Council)	For Your Action	Under Assessment