PlanSA

PlanSA DAP Reporting and Dashboards

for Relevant Authorities

Version 1.0

plan.sa.gov.au

Government of South Australia
Department for Housing and Urban Development

About this guide

This guide outlines the decommissioning of Development Assessment Portal (DAP) Reports and how their information can now be accessed through dashboards. It identifies which DAP Reports remain available, which have been decommissioned, and where equivalent information can be found within replacement dashboards or across the broader dashboard suite.

The guide includes a comparison between DAP Reports and dashboards, highlighting information that has been retained, updated, removed, or enhanced, as well as new information now available through dashboards.

In addition, the guide provides instructions on creating and saving frequently used dashboard filters, exporting dashboard data to Microsoft Excel, and navigating dashboards to locate information previously available in DAP Reports.

If you have any questions regarding the content of this guide, please contact the PlanSA Service Desk.

Contents

DAP reports remaining 1

Dashboards replacing decommissioned DAP reports 2

Dashboard tools and features 3

Export and Filters 3
Export to excel 3
Setup favourite filters 4
Manage favourite filters 6
Navigating the side menu 7

Locating DAP report information using dashboards 8

Unallocated Applications 8
Instructions 8
Setup favourite filters 10
Report and dashboard comparison 11

Days Left in Verification 14
Instructions to identify days left in verification applications 14
Setup favourite filters 15
Report & Dashboard Comparison 15

Referral Agency Response Days Left 18
Instructions to identify referral request response days left 18
Setup favourite filters 19
Report & Dashboard Comparison 19

Relevant Authority Referral Response Days Left 21
Instructions to identify referral request response days left 21
Setup favourite filters 22
Report & Dashboard Comparison 22

Public Notification Days left 24
Setup favourite filters 24
Report & Dashboard Comparison 24

Days left till decision 26
Instructions to identify decisions in progress applications 26
Setup favourite filters 27
Report & Dashboard Comparison 27

Internal Referral Assigned 29
Setup favourite filters 29
Report & Dashboard Comparison 29

Further Information requests (RFIs) 32
Setup favourite filters 32
Report & Dashboard Comparison 32

Pending development approvals 34

Setup favourite filters 34
Report & Dashboard Comparison 34

Active Variation **36**
Setup favourite filters 36
Report & Dashboard Comparison 36

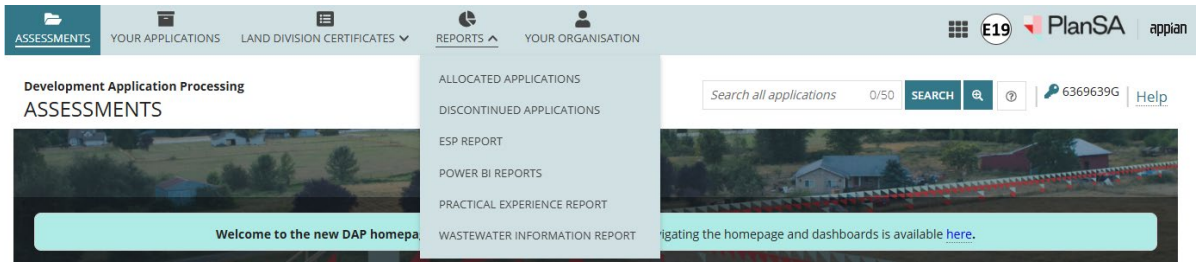
Inspection Allocated Applications **38**
Instructions to view inspection allocated applications 38
Report & Dashboard Comparison 39

Inspection status **40**
Instructions to identify pending inspections 40
Instructions on allocating an inspection 41
Setup favourite filters 42
Report & Dashboard Comparison 43

Building and Rectification Notifications **46**
Setup favourite filters 46

DAP reports remaining

The following **DAP Reports** are being retained and can be accessed from the **Reports** menu located on the homepage ribbon.



Councils, Regional Assessment Panels (RAPs) and the State Planning Commission (SPC)	1. Allocated Applications 2. Discontinued Applications 3. ESP Report 4. Power BI Reports (opens a page containing links to available Power BI reports) 5. Practical Experience Report 6. Wastewater Information Report
Accredited Professionals	1. Accredited Professional Fees 2. Allocated Applications 3. Discontinued Applications 4. Payment Summary 5. Practical Experience Report
Minister for Planning	1. Allocated Applications 2. Discontinued Applications 3. Wastewater Information Report
State Planning Commission (Planning Services)	1. Deposited Plans 2. Inconsistent Deposited plans
Applicants (volume)	1. Payment Summary

Dashboards replacing decommissioned DAP reports

DAP Report	Dashboard homepage & side menu
Unallocated Applications	• Workload & Allocations (side menu) **Alternative** • Assessments in progress (homepage) • Assessments (side menu)
Days Left in verification	**Recommendation** • Workload & Allocations (side menu) **Alternative** • Assessments in progress (homepage) • Assessments (side menu)
Referral body response days left	• Referrals – External (side menu)
Relevant Authority Referral Response days left	• Referrals – External (side menu)
Public Notification Days Left	• Public Notifications (side menu)
Days left till decision	**Recommendation** • Workload & Allocations (side-menu) **Alternative** • Assessments in progress (homepage) • Assessments (side menu)
Internal referral assigned	• Referrals - Internal (side menu)
Further information requests (RFIs)	• Request for Information (side menu)
Pending development approvals	**Recommendation** • Development approvals (side menu) **Alternative** • Assessments in progress (homepage) • Workload & Allocations (side menu)
Active Variation	• Variations (side menu)
Building and Rectification Notification Report	• Building Notifications (side menu) • Rectification Notifications (side menu)
Allocated applications	• Inspections (side menu)
Inspection status	• Inspections (side menu)

Dashboard tools and features

Export and Filters

Export to excel

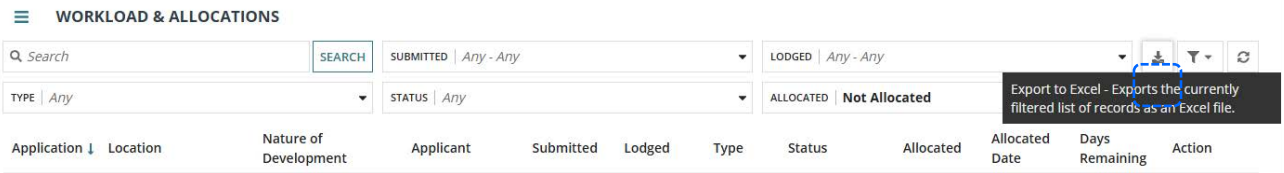
The **Export to excel** option is available in all dashboard views.

All records can be exported to Excel, even when no search criteria or filters have been applied.

Steps to export records to excel

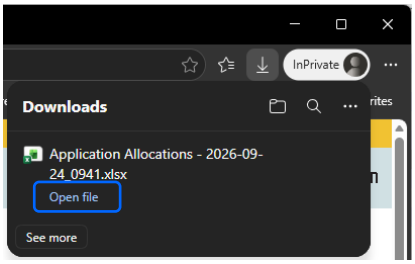
The following is an example of exporting unallocated applications in the **Workload & Allocations** dashboard.

1. Open **Workload & Allocations** from the side-menu.
2. Click on **Export to excel** icon.

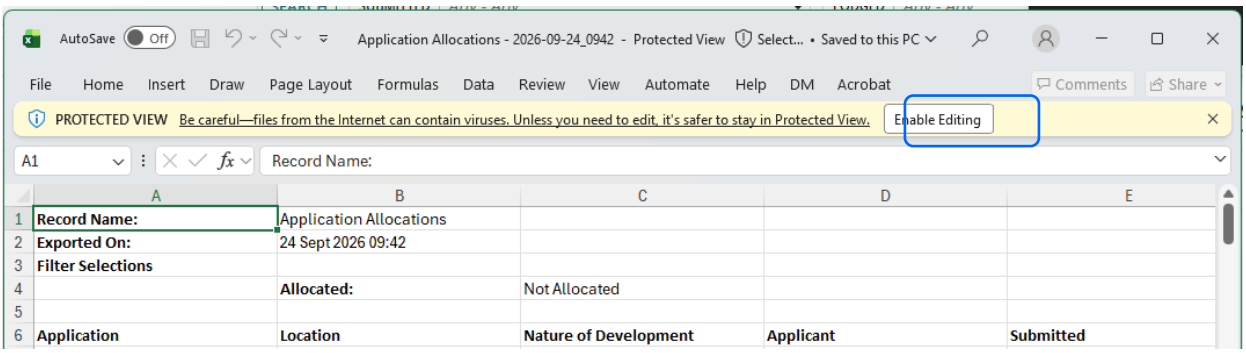


Downloaded files may appear differently depending on the web browser being used. The example below shows how downloads are displayed in Microsoft Edge.

3. Click on Open file in the **Downloads** message window.



The file opens in Microsoft Excel. Depending on your system security settings, you may need to select **Enable Editing** before you can make changes to the file.



Setup favourite filters

The **Manage Filter** option is available across all dashboard views.

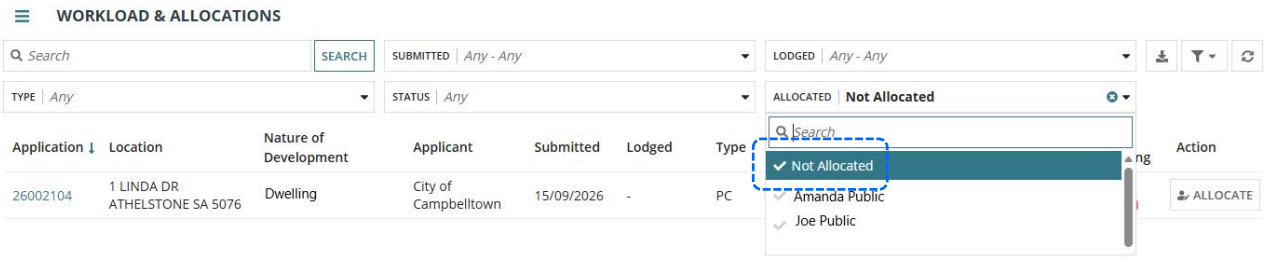
> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Steps to create personal filter

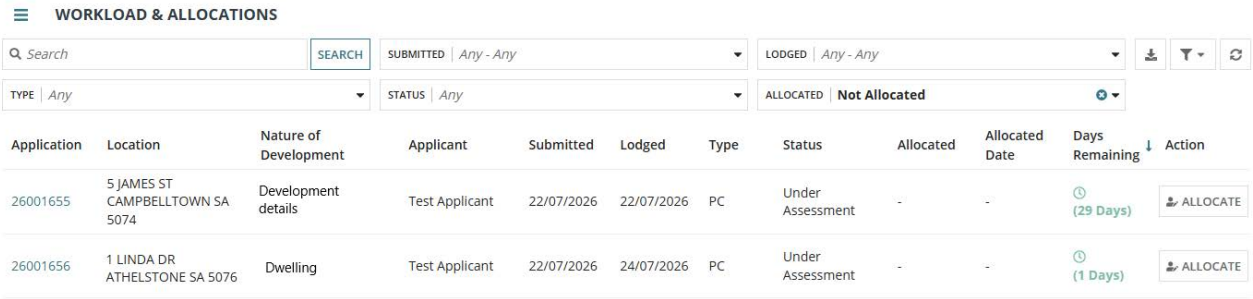
The following is an example of creating a filter in the **Workload & Allocations** dashboard view.

1. Open **Workload & Allocations** from the side-menu.

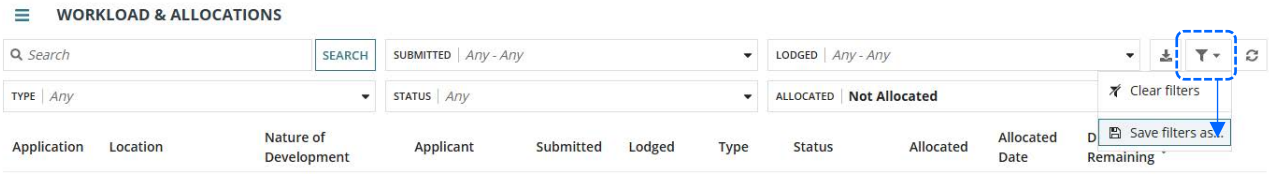
2. Filter records by **Allocated** option *Not Allocated*.



Only applications that are *not allocated* are displayed.



3. Click on **Manage Filters** icon and **Save filters as ..** option.

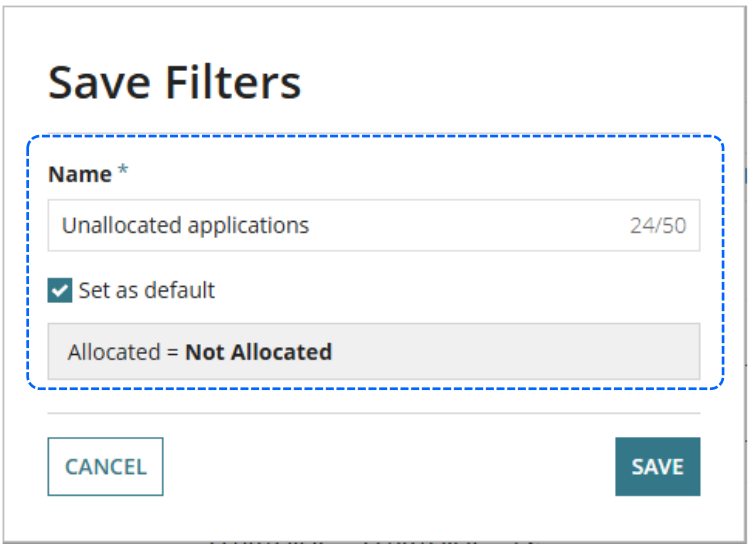


The **Save Filters** window opens.

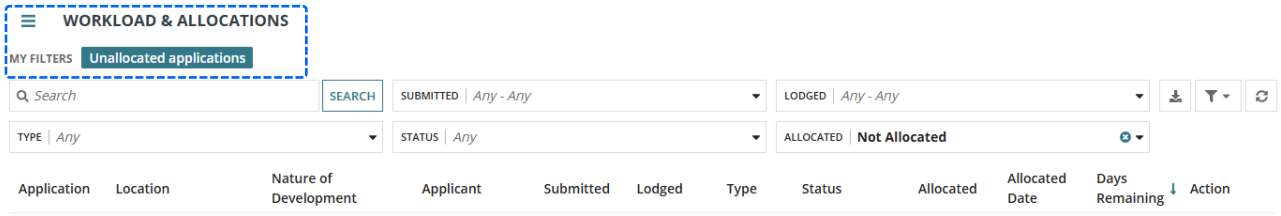
4. Enter a filter name. This field is mandatory and has a maximum character limit of 50. For the purposes of this example, enter **Unallocated applications**.

5. Leave **Set as default**. The **Workload & Allocations** view will automatically show 'all' applications not allocated.

6. Click **SAVE**.

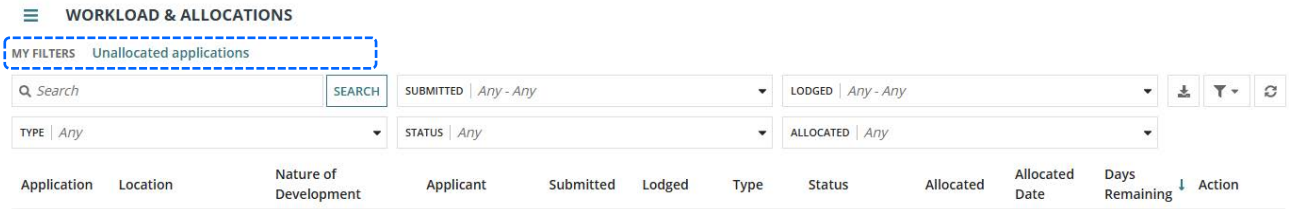


The **Workload & Allocations** dashboard opens with the **Unallocated applications** filter selected and set as the default. A green highlight indicates the default filter.



> To view the full filter name, hover over any filter where the label has been truncated due to character length limits.

7. Click on **Unallocated applications** filter to deselect and show all applications. The green text indicates the filter is deselected.

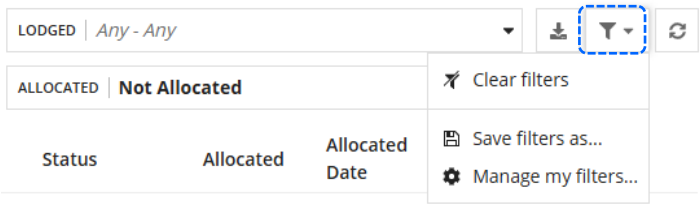


Repeat these steps to create additional filters. There is no limit to the number of filters you can create.

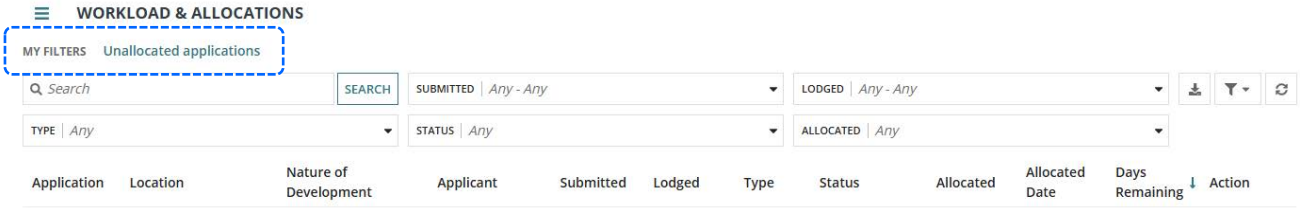
Manage favourite filters

The **Manage Filter** option is available across all dashboard views.

1. Click on **Manage Filters** icon to view filter management options.

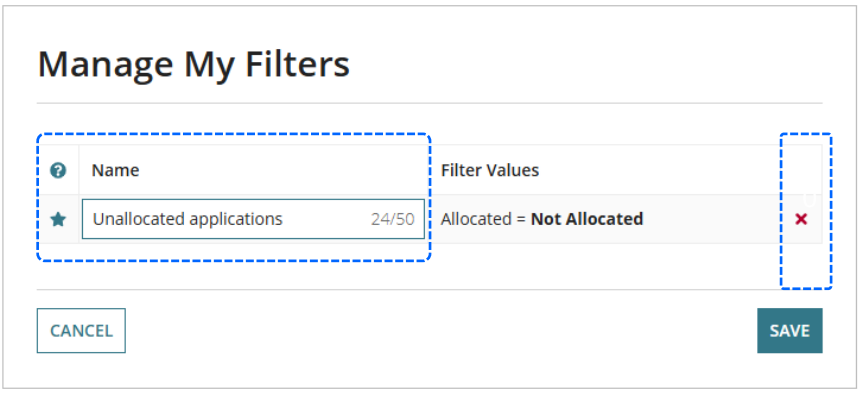


The **Clear Filters** option will remove the active filter selection. The green text indicates the filter is deselected.



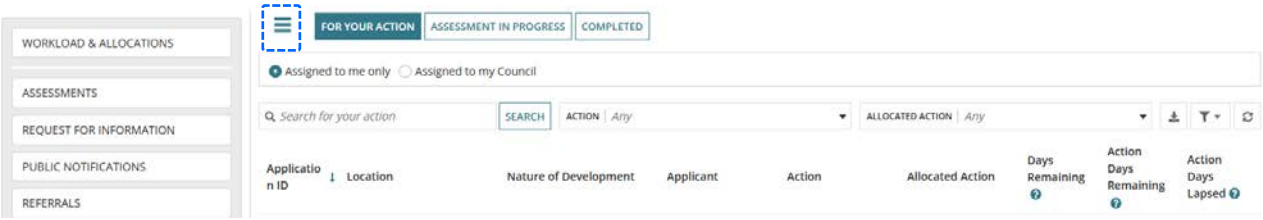
Select **Manage My Filters** to open the **Manage My Filters** window. From here, you can rename a filter, remove a filter, or set a different default filter.

> After a filter is created, its position in the list and its filter values cannot be modified. If you need to change the filter values, remove the filter and recreate it with the new values.

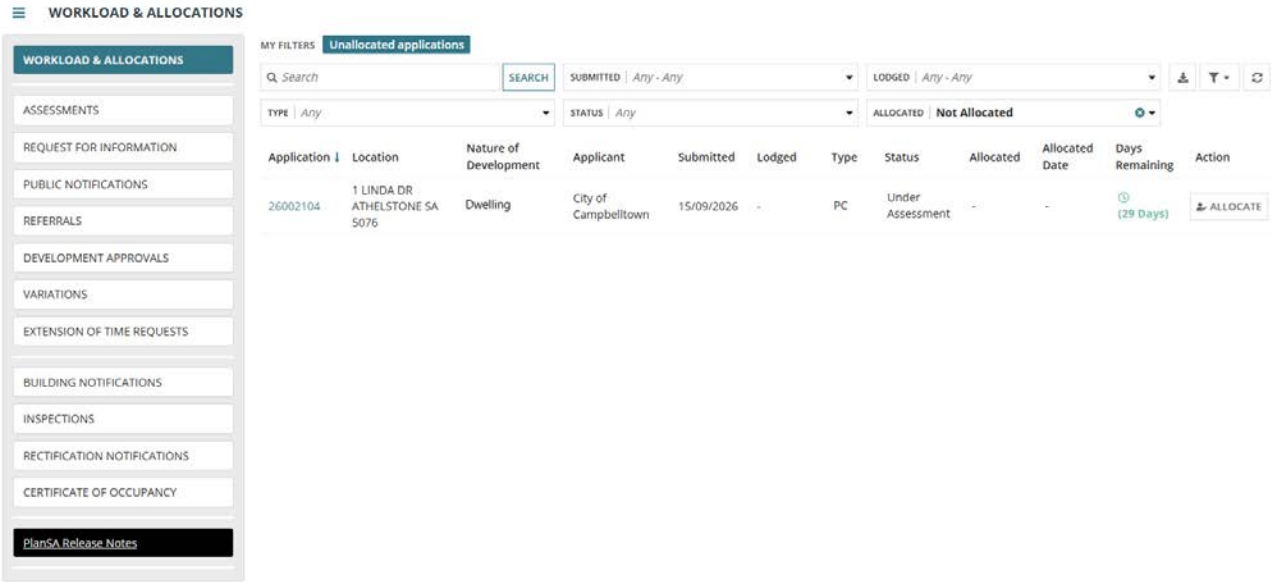


Navigating the side menu

Use the **Show/Hide Side Menu** icon to hide the side menu and maximise the page viewing area.

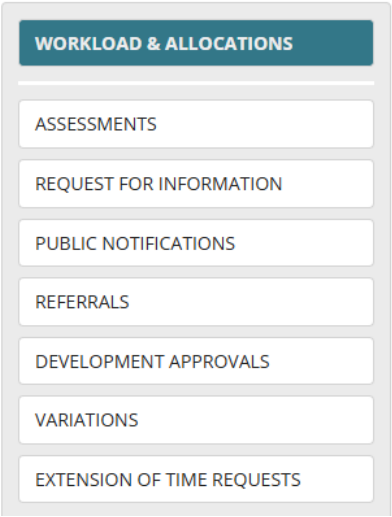


When viewing a dashboard, select the **Show/Hide Side Menu** icon to open the side menu. From here, you can navigate directly to other dashboards without returning to the homepage.



Locating DAP report information using dashboards

Unallocated Applications



Replaced by: Workload & Allocations dashboard

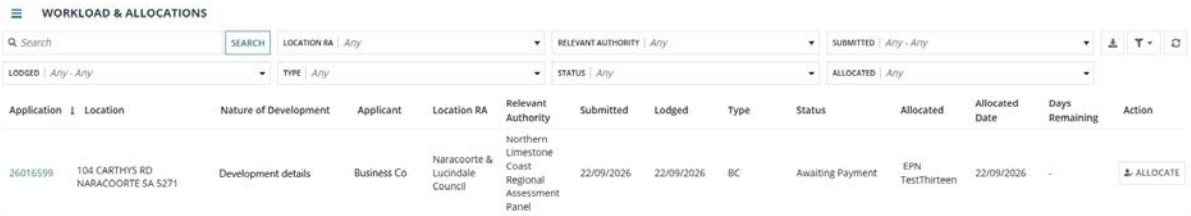
The **Workload & Allocations** dashboard available from the homepage side-menu is where you go to view applications allocated or not allocated for in progress consents and development approvals for your organisation. If the current consent is with a different relevant authority these are excluded from the dashboard.

Note: At this time the **Workload & Allocations** dashboard is only available to councils and councils in a Regional Assessment Panel (RAP). Until access is expanded to other organisations, it is recommended that users utilise the **Assessment in Progress** dashboard from the homepage to identify both allocated and unallocated applications.

Instructions

1. From the side-menu select **Workload & Allocations**.

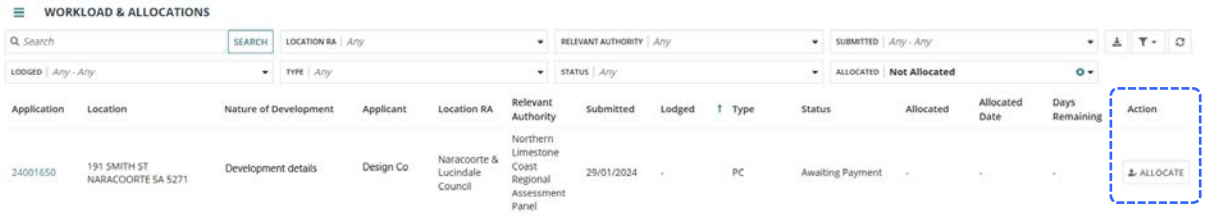
The **Workload & Allocations** dashboard displays applications with an active assessment; includes consent and development approval. For this example, the council belongs to a Regional Assessment Panel (RAP) who will see two additional columns, **Location RA** and **Relevant Authority**.



2. Select from the **Allocated** filter the *Not Allocated* option.
3. Further filter and sort the applications by one or more of the following.
    a. **Submitted** date or date range.
    b. **Type** selects specific consent or development approval.
    c. **Status** selects *awaiting verification* for submitted applications.
    d. **Lodged** sort to show applications <u>not lodged</u> at the top.

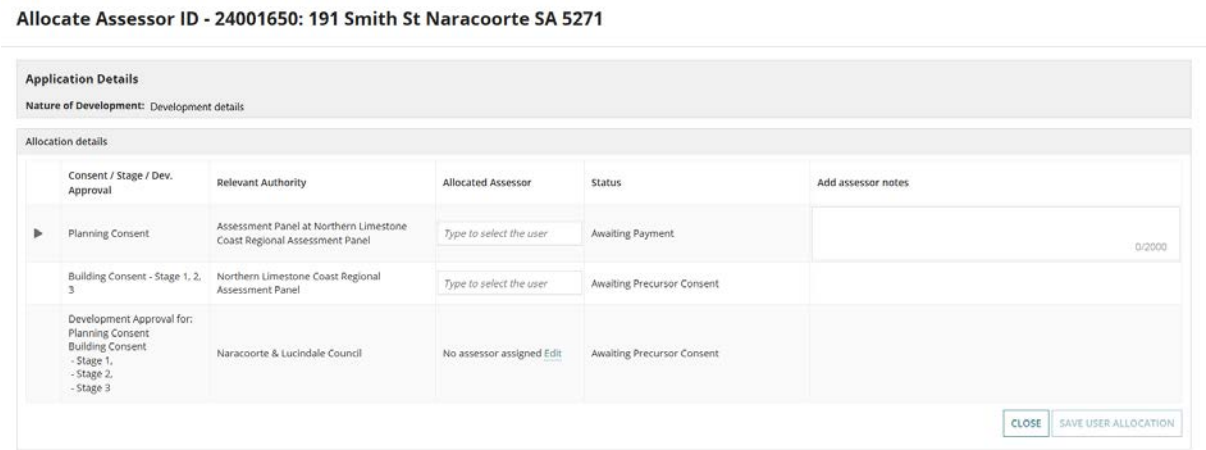
Allocate an assessor

4. Click on **ALLOCATE**.



The **Allocate Assessor** window opens with **Allocation Details** and option to add a note.

> The **Add assessor notes** are not mandatory, only available for active consents and allow notes not exceeding the 2000 character maximum. An entered note will display in the corresponding **Assessor Notes** field in the Consent Summary page.

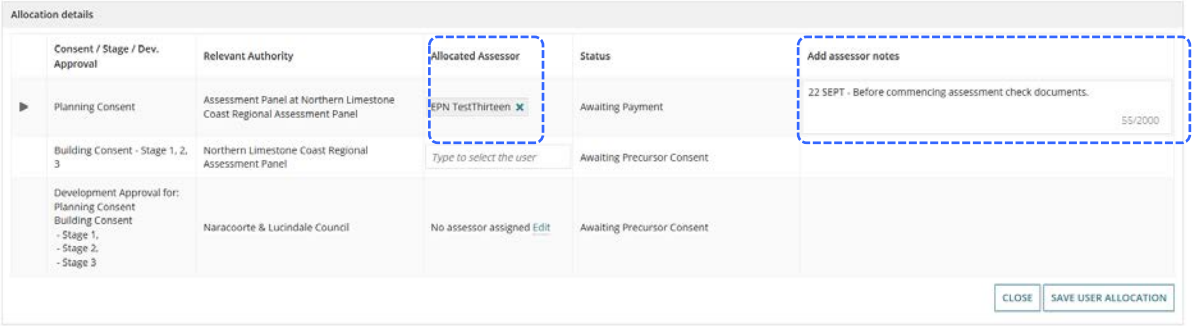


5. Start typing name of the **Allocated Assessor** and selecting from list of matches.

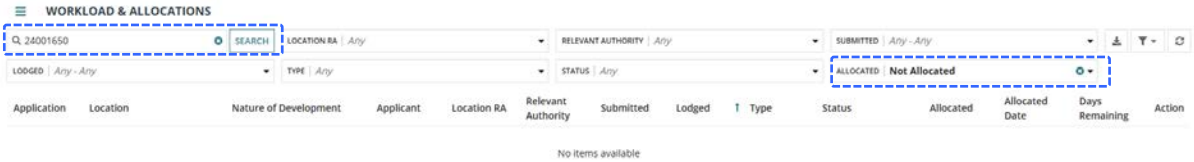
> The **Allocated Assessor** field for councils part of the RAP will see all council users where the relevant authority is the RAP, if council is the relevant authority, then only council users are available. Furthermore, if a user is not flagged with access to consents or development approval (via the **Your Organisation** option in the ribbon) then their name will not be returned to the list of allocated assessors.

The selected *allocated assessor* is pinned to the field and enables the **Save User Allocation** button. The **Close** button can be actioned at any time to exit without saving changes.

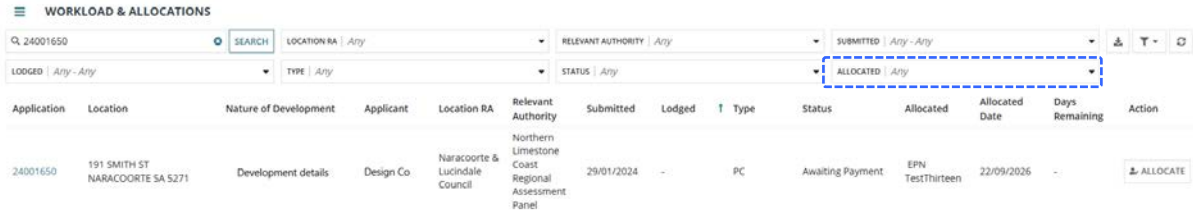
6. Enter a note to the assessor, as required.



Once allocated, an application will no longer be visible in the **Workload & Allocations** dashboard when the *Not allocated* filter is selected. In the example below, I have refined the listing by the application allocated above and results show there are no items available.



Removing the *Not allocated* filter will show the application, with the user allocated and date allocated.

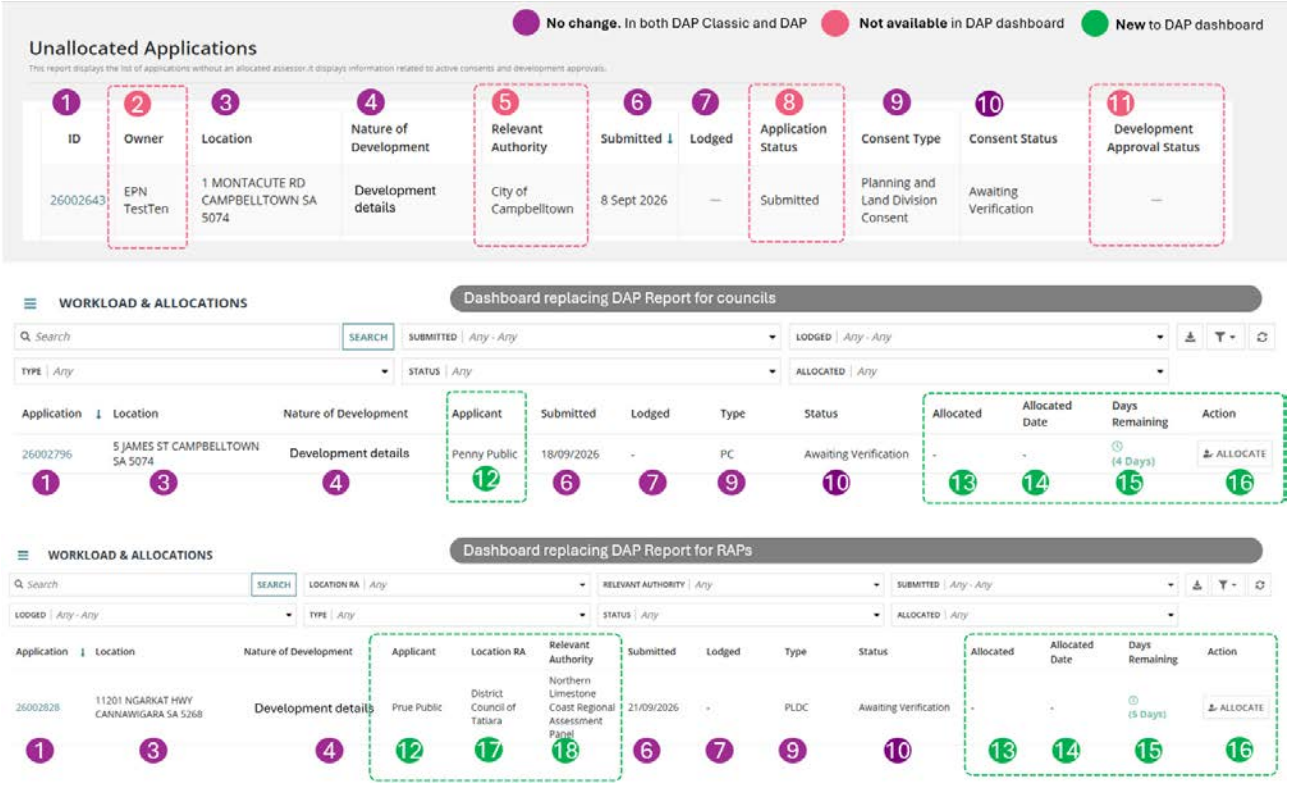


Setup favourite filters

Refer to Export and Filters instructions.

> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report and dashboard comparison



Filter comparison

DAP Classic Filters	**Replaced by:** Workload & Allocations dashboard
Location	**New Search will return results for the following:** • Application ID • Location • Nature of development • Applicants contact
-	New **Location RA** visible only to councils of the Regional Assessment Panel (RAP).
-	New **Relevant Authority** Visible only to councils of the Regional Assessment Panel (RAP).
Who (allocated assessor)	☑ Label change to **Allocated**.
Submitted	☑ No change.
-	New **Lodged** date range.
Consent Type	☑ Label change to **Type**.
-	New **Status** filter includes all active consent and development approval statuses. • *Awaiting additional payment* • *Awaiting further information* • *Awaiting mandatory documentation*

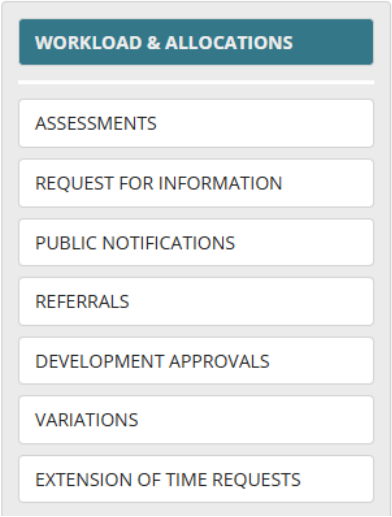
	• *Awaiting payment* • *Awaiting verification* • *In progress* • *In verification* • *Inconsistent* • *On hold* • *On hold (applicant request)* • *On hold – deemed consent being finalised* • *Under appeal* • *Under assessment* • *Under assessment (concurrence)*
-	New **Allocated** filter with names of all organisation users and option to filter by 'Not allocated'.

Information comparison

	Change	DAP Classic Columns	**Replaced by:** Workload & Allocations dashboard
1		**ID**	☑ Label change to **Application ID**.
2		**Owner**	☒ Excluded.
3		**Location**	☑ No change.
4		**Nature of Development**	☑ No change.
	12	**-**	New **Applicant** replacing the **Owner**.
	17	**-**	New **Location RA**.
5	**18**	**Relevant Authority**	◇ Removed for councils. Visible only to councils of the Regional Assessment Panel (RAP).
6		**Submitted**	☑ No change.
7		**Lodged**	☑ No change.
8		**Application Status**	☒ Excluded.
9		**Consent Type**	☑ Label change to **Type**.
10		**Consent Status**	☑ Label change to **Status**.
	13	**-**	New **Allocated**.

11		**Development Approval Status**	☒ Excluded.
	14	**-**	New **Allocated Date** will show the date allocated or dash (-) when there is no allocation.
	15	**-**	New **Days Remaining**.
	16	**-**	New action button **Allocate** see below for instructions.

Days Left in Verification



Recommendation: Workload & Allocations dashboard

Each of the dashboards below includes the ability to create a list of applications with consent *awaiting verification* and *in verification* included the number of business days left in verification.

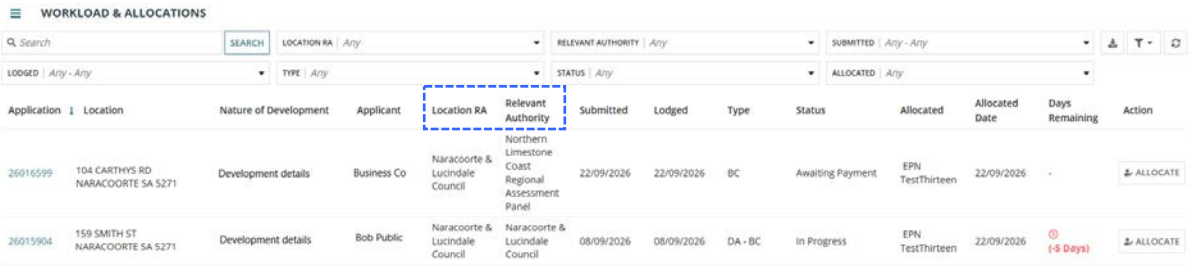
Alternatives

- homepage **Assessment in progress** tab
- side-menu **Assessments** and

Instructions to identify days left in verification applications

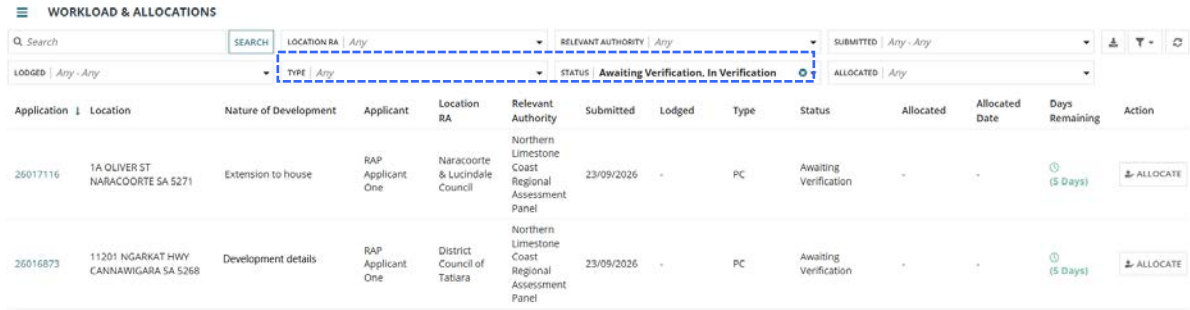
1. From the side menu select **Workload & Allocations**.

The **Workload & Allocations** dashboard displays applications with an active assessment; includes consent and development approval. For this example, the council belongs to a Regional Assessment Panel (RAP) who will see two additional columns **Location RA** and **Relevant Authority**.



2. Filter and sort the applications by one or more of the following.
    a. **Type** selects specific consent(s), for example PC (planning consent).
    b. **Status** selects *awaiting verification* and *in verification*.
    c. **Days Remaining** sort to order oldest first.

The **Workload & Allocations** dashboard shows applications *in verification* in order of **days remaining**.

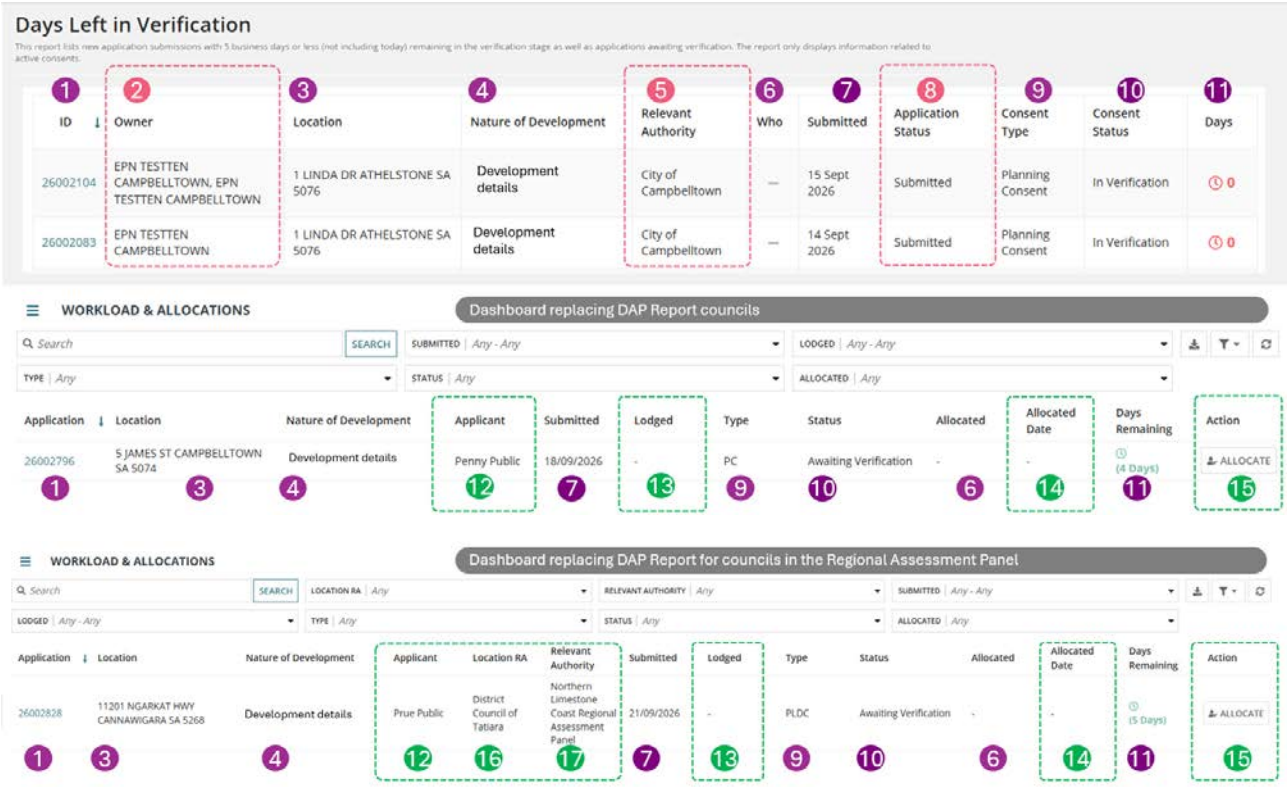


Setup favourite filters

Refer to Export and Filters instructions.

> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison



Filter comparison

DAP Classic Filters	**Recommendation:** Workload & Allocations dashboard
Location	**New Search will return results for the following:** • Application ID • Location • Nature of development • Applicants contact
-	New **Location RA** visible only to councils of the Regional Assessment Panel (RAP).
-	New **Relevant Authority** Visible only to councils of the Regional Assessment Panel (RAP).
Who (allocated assessor)	☑ Label change to **Allocated**.
Submitted	☑ No change.
-	New **Lodged** date range.

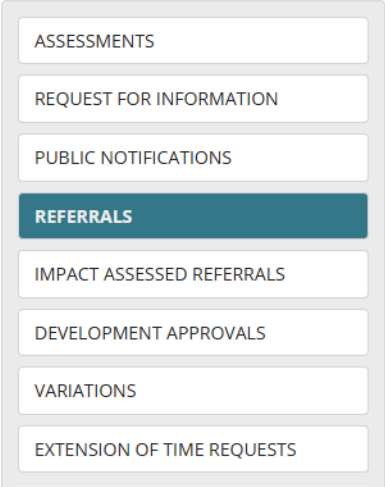
Consent Type	☑ Label change to **Type**.
-	New **Status** filter includes all active consent and development approval statuses. • *Awaiting additional payment* • *Awaiting further information* • *Awaiting mandatory documentation* • *Awaiting payment* • *Awaiting verification* • *In progress* • *In verification* • *Inconsistent* • *On hold* • *On hold (applicant request)* • *On hold – deemed consent being finalised* • *Under appeal* • *Under assessment* • *Under assessment (concurrence)*
-	New **Allocated** filter with names of all organisation users and option to filter by 'Not allocated'.

Information comparison

	Change	DAP Classic Columns	**Recommendation:** Workload & Allocations dashboard
1		**ID**	☑ Label change to **Application ID**.
2		**Owner**	☒ Excluded.
3		**Location**	☑ No change.
4		**Nature of Development**	☑ No change.
	12	**-**	New **Applicant** replacing the **Owner**.
	13	**-**	New **Lodged** date.
	16	**-**	New **Location RA**.
5	**17**	**Relevant Authority**	◇ Removed for councils. Visible only to councils of the Regional Assessment Panel (RAP).
6		**Who**	☑ Label change to **Allocated**.
7		**Submitted**	☑ No change.
8		**Application Status**	☒ Excluded.
9		**Consent Type**	☑ Label change to **Type**.

10		**Consent Status**	☑ Label change to **Status**.
	14	**-**	New **Allocated Date** will show the date allocated or dash (-) when there is no allocation.
11		**Days**	☑ Label change to **Days Remaining**.
	15	**-**	New action button **Allocate** see below for instructions.

Referral Agency Response Days Left



Replaced by: External Referrals dashboard

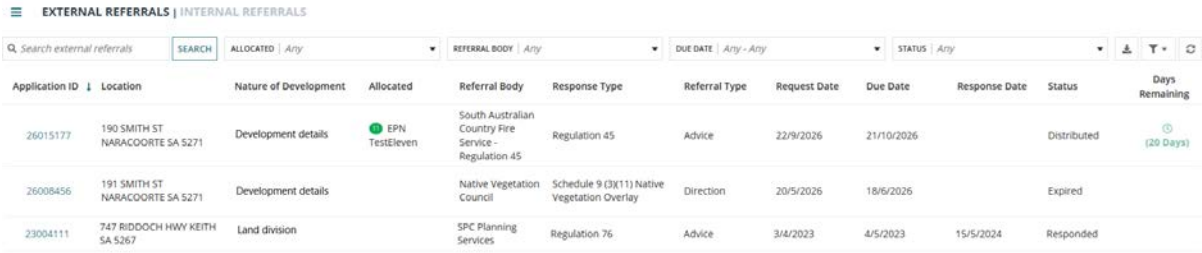
The **Referrals** menu item is where you can access the **external referrals** dashboard to find distributed referral requests and response days remaining.

Further refined by the referral status by *awaiting further info*, *distributed*, *expired*, *in progress*, *and pending recall* (for declined requests).

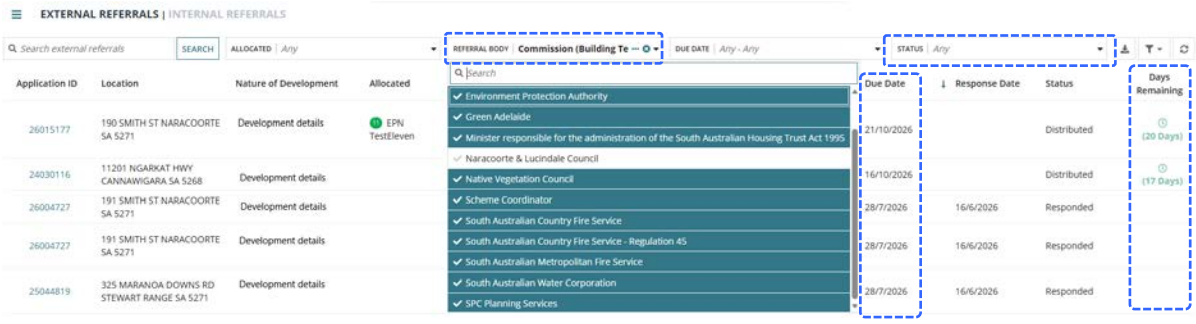
Instructions to identify referral request response days left

1. From the homepage select **Referrals** from the side-menu.

The **External Referrals** dashboard displays both referrals distributed or received as the relevant authority.



2. Further filter and sort the applications by one or more of the following.
   a. **Referral Body** selects all available referral bodies, excluding location council.
   b. **Status** selects one or more of the following.
      i. *Awaiting further info*
      ii. *Distributed*
      iii. *Expired – as required*
      iv. *In progress*
      v. *Pending recall – as required. Shows when referral request declined.*
   c. **Days Remaining** sort applications with least number of days remaining.
   d. **Due Date** sort requests in order of due date latest to earliest.

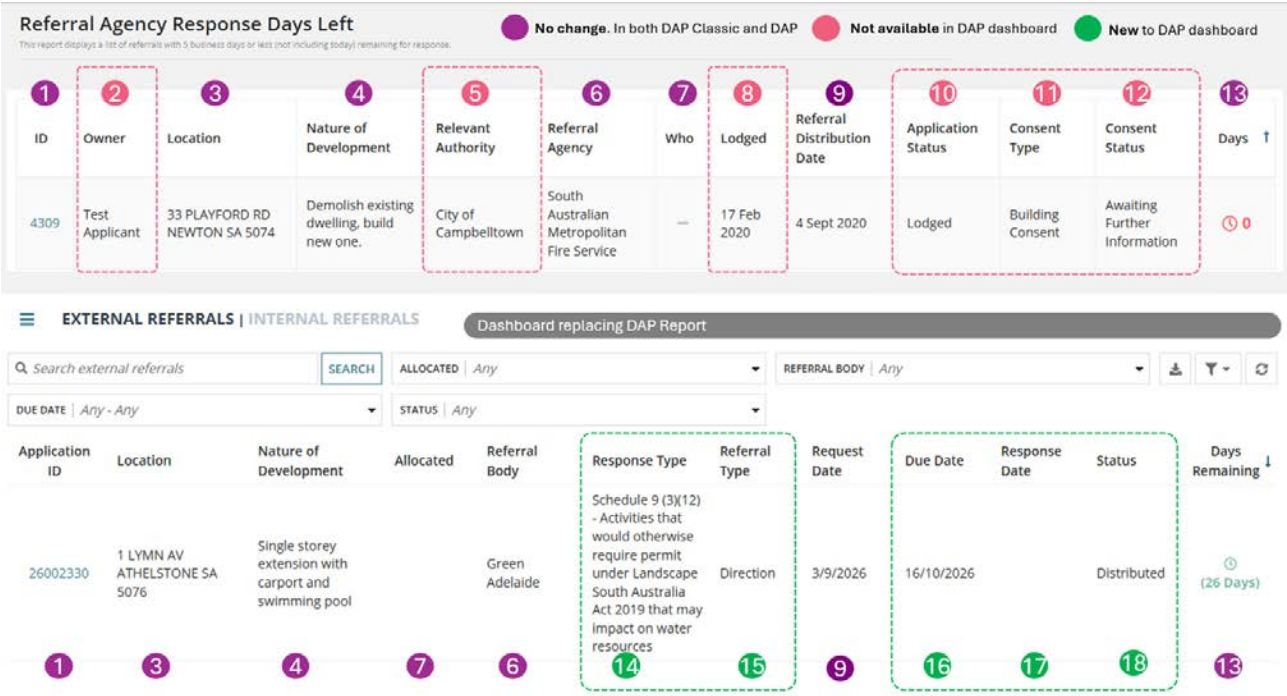


Setup favourite filters

Refer to Export and Filters instructions.

> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison



Filter comparison

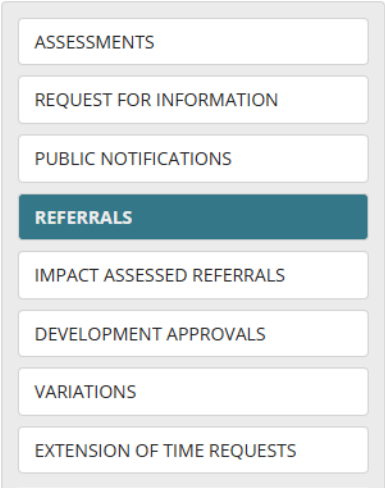
DAP Classic Filters	**Replaced by:** External referrals dashboard
Location	**New Search will return results for the following:** • Application ID • Location • Nature of development • Referral Body • Response Type
-	New **Allocated**.
Referral agency	☑ Label change to **Referral Body**.
Consent Type	☒ Excluded.
Lodged	☒ Excluded.
Referral distribution date	☒ Excluded.
-	New **Due Date** filter by date range.

-	New **Status** filter includes, *awaiting further info*, *distributed*, *expired*, *in progress*, *initialised*, *pending recall* (for declined requests), *recalled* and *responded*.

Information comparison

	Change	DAP Classic Columns	**Replaced by:** External referrals dashboard
1		**ID**	☑ Label change to **Application ID**.
2		**Owner**	☒ Excluded.
3		**Location**	☑ No change.
4		**Nature of Development**	☑ No change.
5		**Relevant Authority**	☒ Excluded.
6		**Referral Agency**	☑ Label change to **Referral Body**.
	14	**-**	New **Response Type**.
	15	**-**	New **Referral Type** shows *Direction, Advice, Regard, Direction to impose conditions, concurrence* and *comment.*
7		**Who**	☑ Label change to **Allocated**.
8		**Lodged**	☒ Excluded.
9		**Referral distribution date**	☑ Label change to **Request date**.
	16	-	New **Due Date**.
	17	-	New **Response Date**.
10		**Application Status**	☒ Excluded.
11		**Consent Type**	☒ Excluded.
12		**Consent Status**	☒ Excluded.
	18	**-**	New **Status** shows *awaiting further info, distributed, expired, in progress, initialised, pending recall, recalled* and *responded.*
13		**Days**	☑ Label change to **Days Remaining**.

Relevant Authority Referral Response Days Left



Replaced by: External Referrals dashboard

To find referral requests with council as the referral agency and the number of response days remaining, select the council from the **Referral Body** filter.

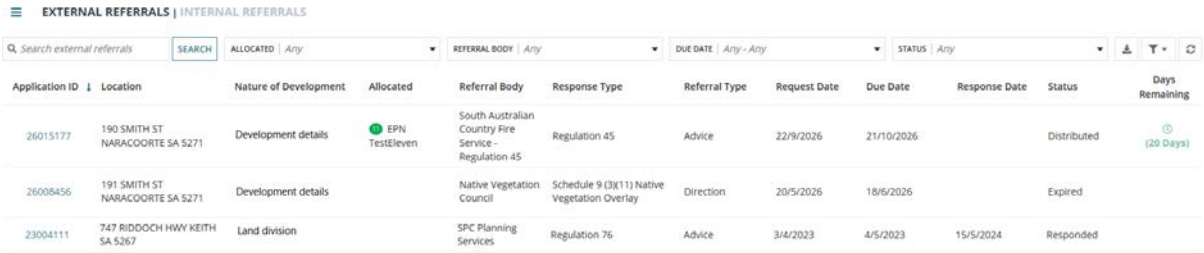
If the council is not available in the filter, then there are no referral requests.

Further refined by the referral status *awaiting further info*, *distributed*, *expired*, *in progress*, *and pending recall* (for declined requests).

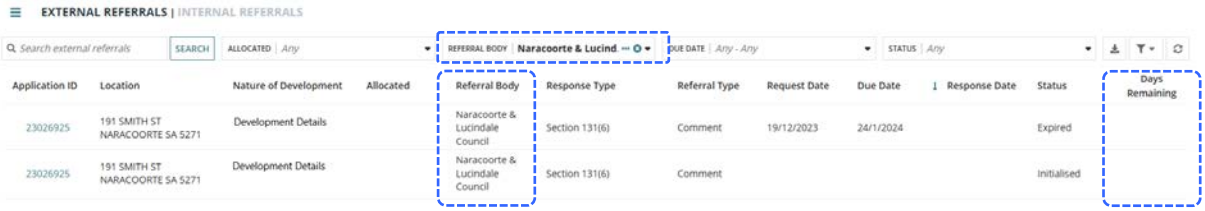
Instructions to identify referral request response days left

1. From the homepage select **Referrals** from the side-menu.

The **External Referrals** dashboard displays both referrals request distributed or received as the relevant authority.



2. Further filter and sort the applications by one or more of the following.
   a. **Referral Body** selects council as the relevant authority.
   b. **Status** selects one or more of the following or make no selection to see all.
      i. *Awaiting further info*
      ii. *Distributed*
      iii. *Expired – as required*
      iv. *In progress*
      v. *Pending recall – as required. Shows when referral request declined.*
   c. **Days Remaining** sort applications with least number of days remaining.
   d. **Due Date** sort requests in order of due date latest to earliest.

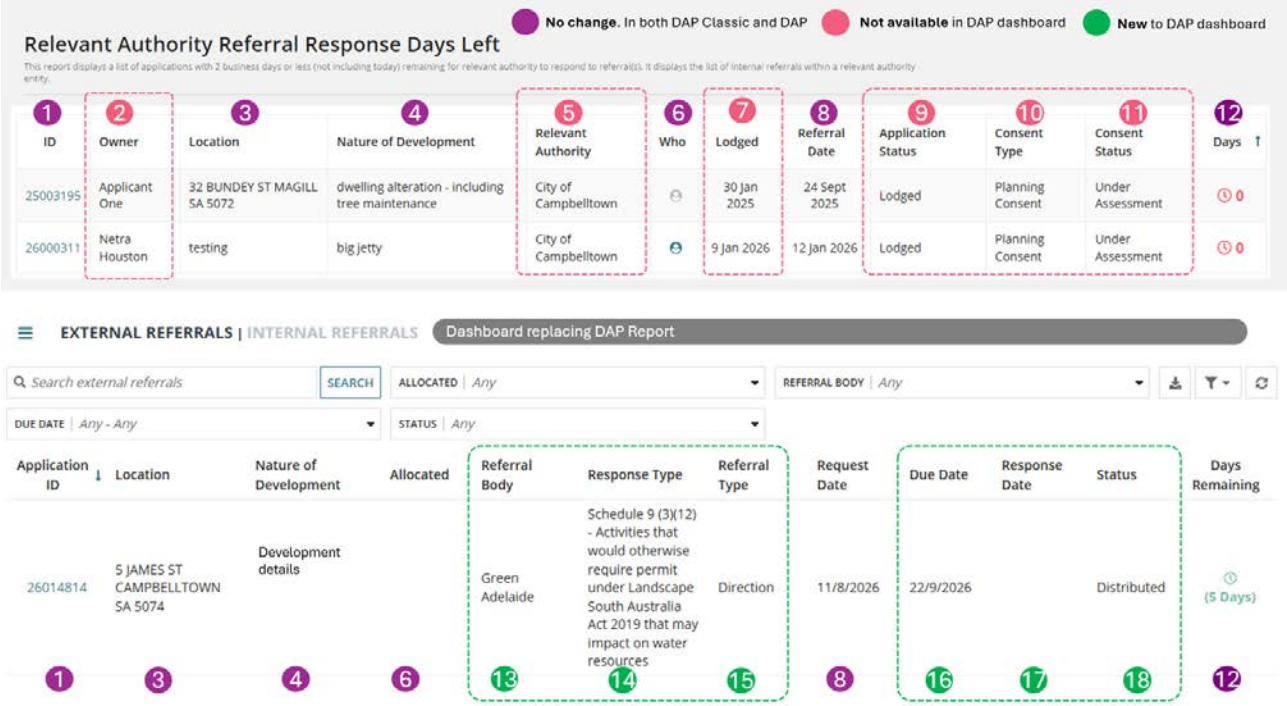


Setup favourite filters

Refer to Export and Filters instructions.

> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison



Filter comparison

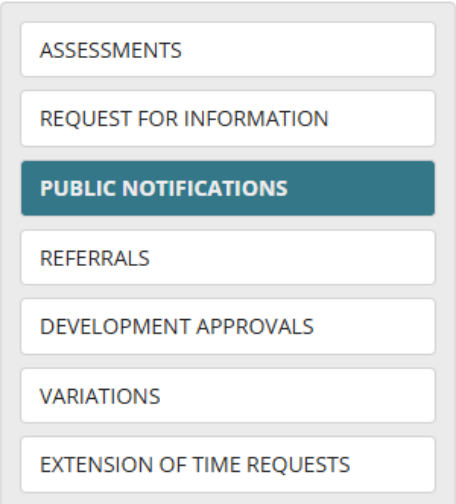
DAP Classic Filters	**Replaced by:** Referrals – External dashboard
-	**New Search will return results for the following:** • Application ID • Location • Nature of development • Response Type • Referral body
Location	☑ Available in the above search.
Who	☑ Label change to **Allocated**.
-	New **Referral Body** drop-down filter includes referral bodies with a request, including council as the relevant authority.
Lodged	☒ Excluded.
Referral date	☒ Excluded.

-	New **Due Date** filter by date range.
Consent Type	☒ Excluded.
-	New **Status** filter includes, *awaiting further info*, *distributed*, *expired*, *in progress*, *initialised*, *pending recall* (for declined requests), *recalled* and *responded*.

Information comparison

	Change	DAP Classic Columns	**Replaced by:** Referrals – External dashboard
1		**ID**	☑ Label change to **Application ID**.
2		**Owner**	☒ Excluded.
3		**Location**	☑ No change.
4		**Nature of Development**	☑ No change.
5		**Relevant Authority**	☒ Excluded.
6		**Who**	☑ Label change to **Allocated**.
	13	**-**	New **Referral Body**.
	14	**-**	New **Response Type**.
	15	**-**	New **Referral Type**.
7		**Lodged**	☒ Excluded.
8		**Referral date**	☑ Label change to **Request date**.
	16	**-**	New **Due Date**.
	17	**-**	New **Response Date**.
	18	**-**	New **Status**.
9		**Application Status**	☒ Excluded.
10		**Consent Type**	☒ Excluded.
11		**Consent Status**	☒ Excluded.
12		**Days**	☑ Label change to **Days Remaining**.

Public Notification Days left



Replaced by: Public Notifications dashboard

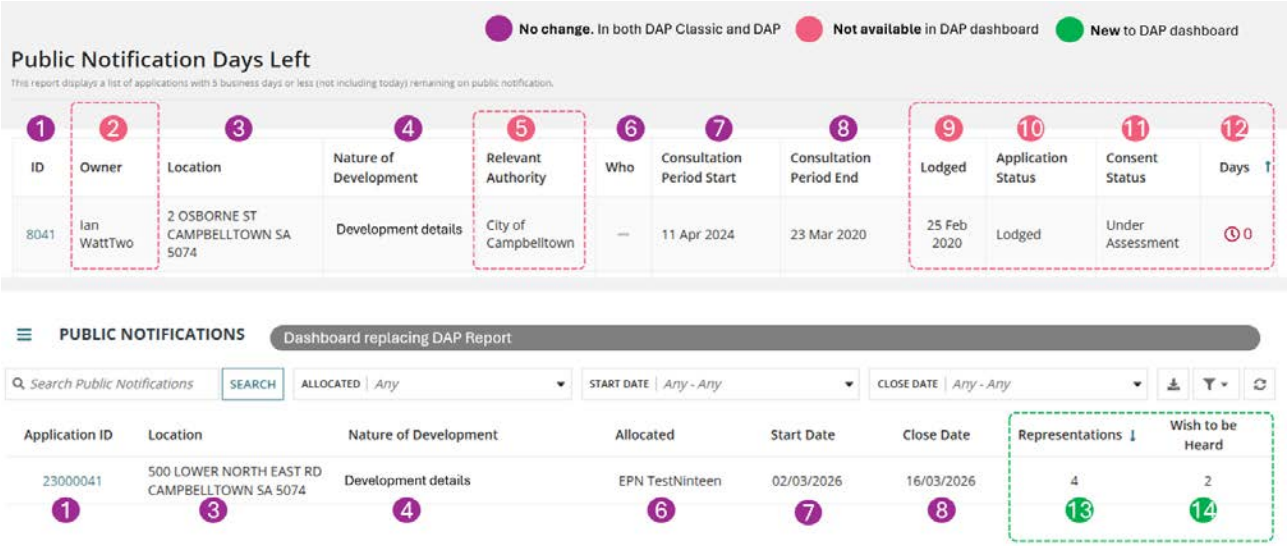
Monitoring Public Notifications timeframes can be performed by sorting the **Close Date** column to show earliest to latest. Unlike the **Public Notification Days left** report where days remaining were available.

Setup favourite filters

Refer to Export and Filters instructions.

> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison



Filter comparison

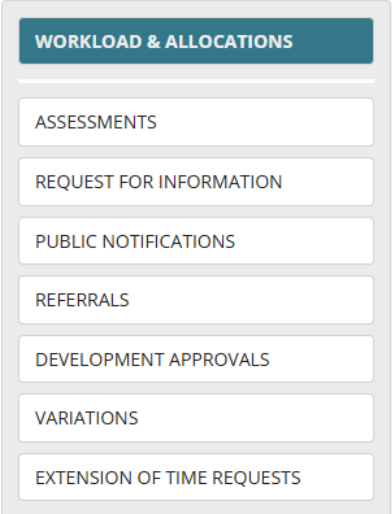
DAP Classic Filters	**Replaced by:** Public notifications dashboard
-	**New Search will return results for the following:** • Application ID • Location • Nature of development

Location	☑ Available in the above search.
Who	☑ Label change to **Allocated**.
Lodged	☒ Excluded.
Consultation Period Start	☑ Label change to **Start Date**.
Consultation Period End	☑ Label change to **Close Date**.

Information comparison

	Change	DAP Classic columns	**Replaced by:** Public notifications dashboard
1		**ID**	☑ Label change to **Application ID**.
2		**Owner**	☒ Excluded.
3		**Location**	☑ No change.
4		**Nature of Development**	☑ No change.
5		**Relevant Authority**	☒ Excluded.
6		**Who**	☑ Label change to **Allocated**.
7		**Consultation Period Start**	☑ Label change to **Start Date**.
8		**Consultation Period End**	☑ Label change to **Close Date**.
9		**Lodged**	☒ Excluded.
10		**Application Status**	☒ Excluded.
11		**Consent Status**	☒ Excluded.
12		**Days**	☒ Excluded.
	13	**-**	New **Representations** include a total.
	14		New **Wish to be heard** include a total.

Days left till decision



Recommendation: Workload & Allocations dashboard

The following dashboards display all consents with a pending decision, including the number of days remaining until determination. Unlike the previous DAP report, which showed only consents due to expire within the next five days.

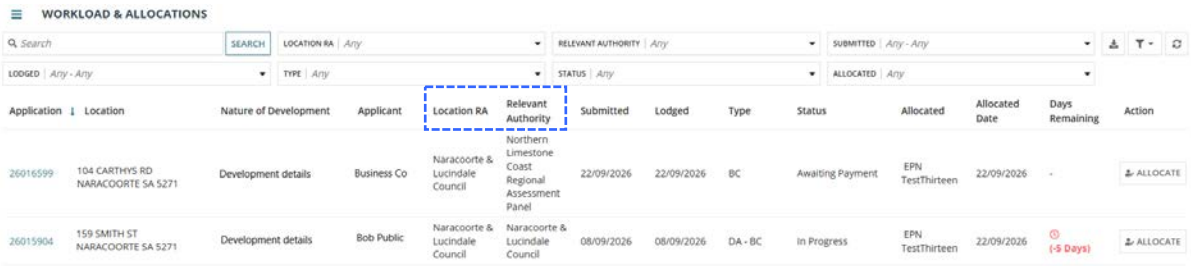
Alternatives

- homepage **Assessment in progress** tab
- side-menu **Assessments** and

Instructions to identify decisions in progress applications

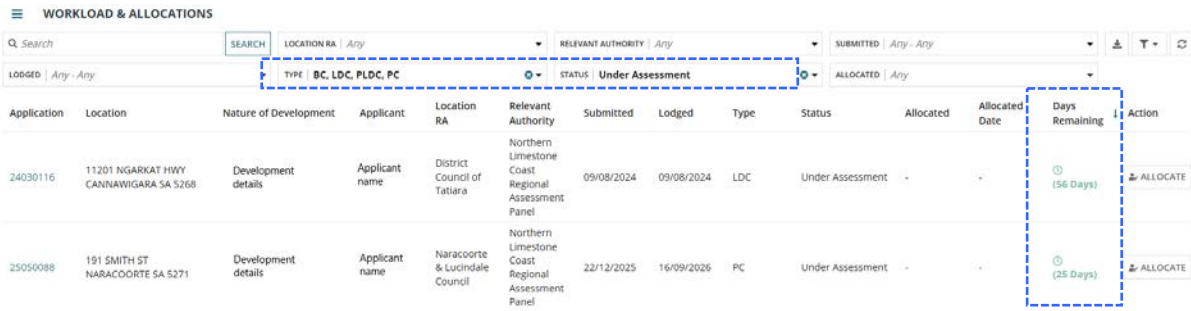
1. From the side-menu select **Workload & Allocations**.

The **Workload & Allocations** dashboard displays applications with an active assessment; includes consent and development approval. For this example, the council belongs to a Regional Assessment Panel (RAP) who will see two additional columns **Location RA** and **Relevant Authority**.



2. Filter and sort the applications by one or more of the following.
    a. **Type** selects specific consent(s), this example all consents are selected.
    b. **Status** selects *Under assessment*.
    c. **Days Remaining** sort to order oldest first.

The **Workload & Allocations** dashboard shows applications with assessments currently in progress and sorted by days remaining.

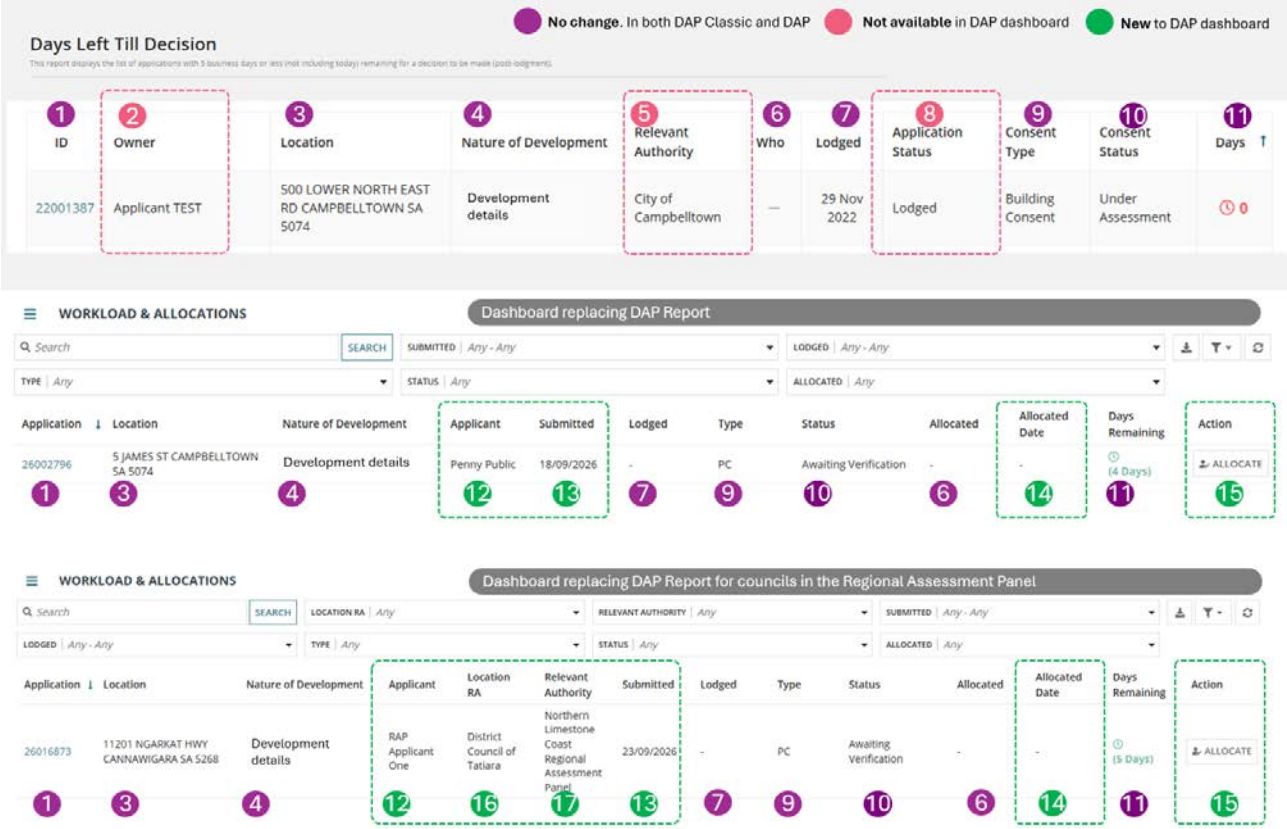


Setup favourite filters

Refer to Export and Filters instructions.

> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison



Filter comparison

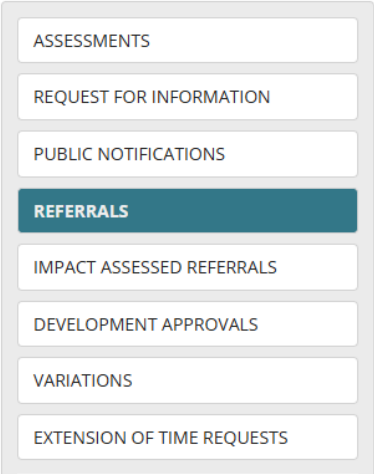
DAP Classic Filters	**Recommendation:** Workload & Allocations dashboard
Location	**New Search will return results for the following:** • Application ID • Location • Nature of development • Applicant contact
-	☑ New **Location RA** visible only to councils of the Regional Assessment Panel (RAP).
-	☑ New **Relevant Authority** visible only to councils of the Regional Assessment Panel (RAP).
-	New **Submitted** date range.
Who	☑ Label change to **Allocated**.

Lodge	☑ No change.
Consent Type	☑ Label change to **Type**.
-	New **Status** filter, includes both consent and development approval active statuses.

Information comparison

	Change	DAP Classic Column	**Recommendation:** Workload & Allocations dashboard
1		**ID**	☑ Label change to **Application ID**.
2		**Owner**	☒ Excluded.
3		**Location**	☑ No change.
4		**Nature of Development**	☑ No change.
	12	**-**	New **Applicant** replacing the **Owner**.
	16	**-**	New **Location RA** visible only to councils of the Regional Assessment Panel (RAP).
5	**17**	**Relevant Authority**	◇ Removed for councils. Visible only to councils of the Regional Assessment Panel (RAP).
	13	**-**	New **Submitted** date.
6		**Who**	☑ Label change to **Allocated**.
7		**Lodged**	☑ No change.
8		**Application Status**	☒ Excluded.
9		**Consent Type**	☑ Label change to **Type**.
10		**Consent Status**	☑ Label change to **Type**.
	14	**-**	New **Allocated Date** will show the date allocated or dash (-) when there is no allocation.
11		**Days**	☑ Now shows as **Days remaining**, excluding today.
	15	**-**	New action button **Allocate** see below for instructions.

Internal Referral Assigned



Replaced by: Internal referrals dashboard

The **Internal Referral** dashboard replaces the **Internal Referral Assigned** report, with it comes new capability including the following.

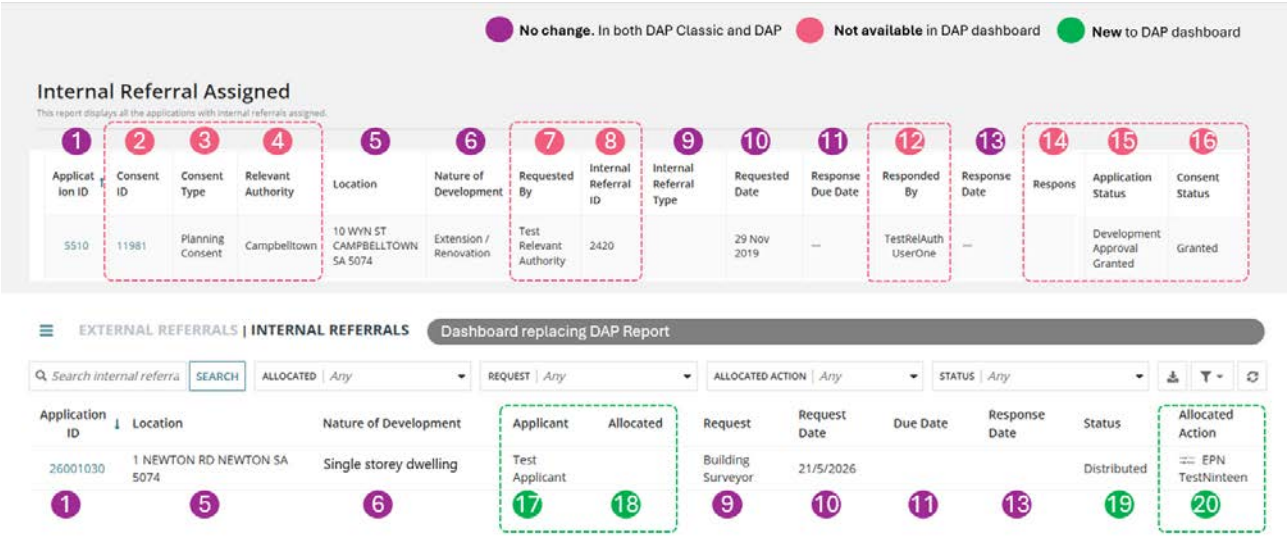
- Filter requests by the consent **allocated** assessor.
- Fitler requests by user **allocated the action**.
- Refine requests by **status**, for example *distributed* or *responded*.

Setup favourite filters

Refer to Export and Filters instructions.

> It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison



Filter comparison

DAP Classic Filters	**Replaced by:** Internal referrals dashboard
-	**New Search will return results for the following:** • Application ID • Location • Nature of development • Applicant contact • Request

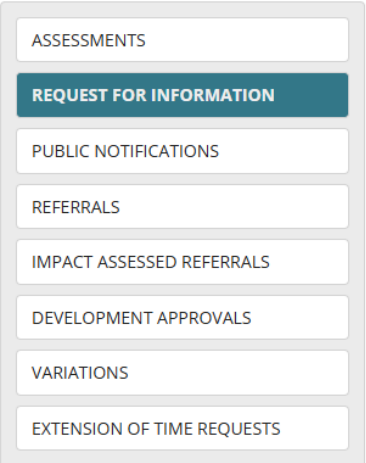
	• Status
-	New **Allocated** person assigned the consent
Requested Date	☒ Excluded.
Response Date	☒ Excluded.
Internal Referral Type	☑ Label change to **Request**
-	New **Allocated Action** is the person nominated in the request to respond
Consent Type	☒ Excluded.
Consent status	☒ Excluded.
Application status	☒ Excluded.
Show referral requests with no response	☒ Excluded. Replaced by the referral **Status** filter where you can filter by *distributed* status.

Information comparison

	Change	DAP Classic Column	**Replaced by:** Internal referrals dashboard
1		**Application ID**	☑ Label change to **Application ID**
2		**Consent ID**	☒ Excluded.
3		**Consent type**	☒ Excluded.
4		**Relevant Authority**	☒ Excluded.
5		**Location**	☑ No change.
6		**Nature of development**	☑ No change.
	17	**-**	New **Applicant**
	18	**-**	New **Allocated** person assigned the consent
7		**Requested by**	☒ Excluded.
8		**Internal referral ID**	☒ Excluded.
9		**Internal referral type**	☑ Label change to **Request**
10		**Requested date**	☑ Label change to **Request Date**

11		**Response due date**	☑ Label change to **Due Date**
12		**Responded by**	☒ Excluded.
13		**Response date**	☑ No change.
14		**Response**	☒ Excluded.
15		**Application status**	☒ Excluded.
16		**Consent status**	☒ Excluded.
	19	**-**	New **Status** of the referral request.
	20	**-**	New **Allocated Action** is the person assigned to respond

Further Information requests (RFIs)



Replaced by: Request for information dashboard

The **Request for Information** dashboard replaces the **Further Information Requests** report. Includes the following additional reporting capability.

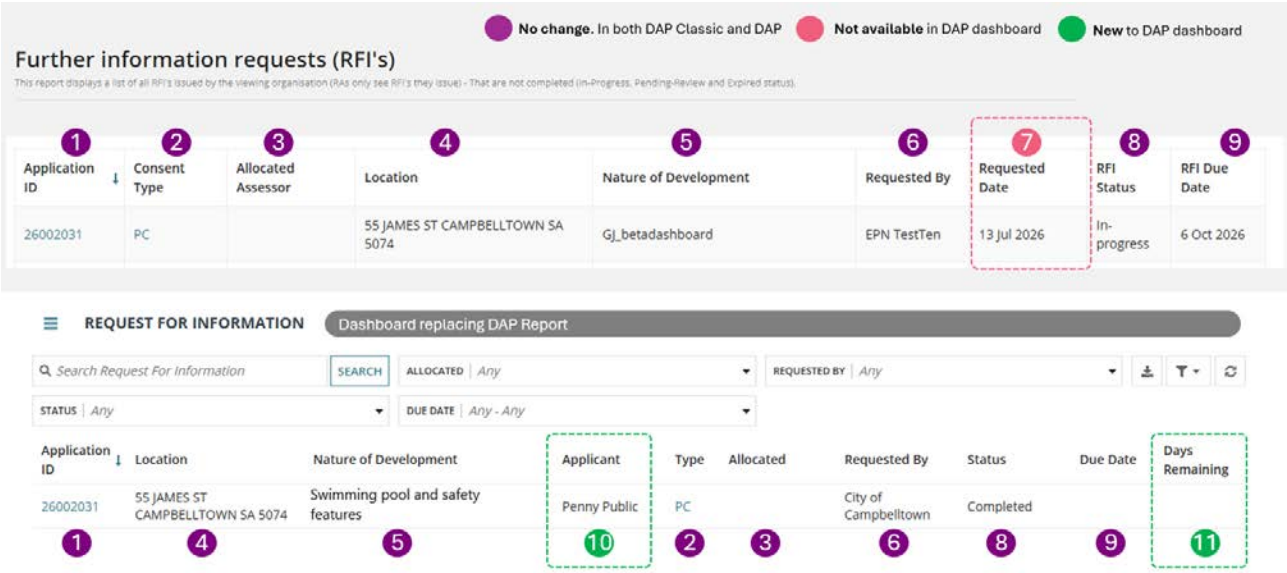
- Includes the **Days Remaining**.
- Shows RFI requests initiated by referral bodies and the **Days Remaining** will show clock *paused*.

Setup favourite filters

Refer to Export and Filters instructions.

> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison



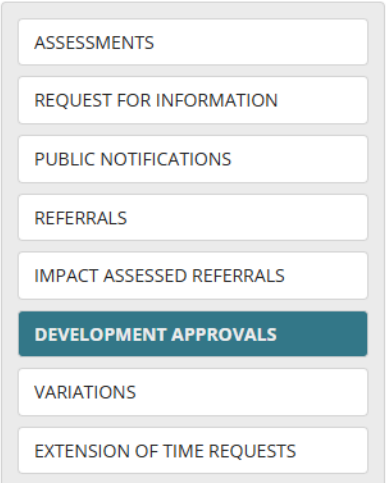
Filter comparison

DAP Classic Filters	**Replaced by:** Request for information dashboard
-	**New Search will return results for the following:** • Application ID • Location • Nature of development • Applicant contact
RFI Requested Date	☒ Excluded.
RFI Status	☑ Label change to **Status**.
Allocated assessor	☑ Label change to **Allocated**.
-	New **Requested By**
RFI Due date	☑ Label change to **Due Date**.

Information comparison

	Change	DAP Classic Column	**Replaced by:** Request for information dashboard
1		**Application ID**	☑ No change.
2		**Consent Type**	☑ Label change to **Type**.
3		**Allocated assessor**	☑ Label change to **Allocated**.
4		**Location**	☑ No change.
5		**Nature of development**	☑ No change.
	10	**-**	New **Applicant**
6		**Requested by**	☑ Modified. The authority who made the request and not the user.
7		**Requested Date**	☒ Excluded.
8		**RFI status**	☑ Label change to **Status**.
9		**RFI Due date**	☑ Label change to **Due Date**.
	11	**-**	New **Days Remaining** for the applicant to respond to the request.

Pending development approvals



Replaced by: Development Approvals dashboard

The **Development approval** dashboard replaces the **Pending development approvals** report for councils and State Planning Commission (SPC).

The Development approval and alternative dashboards (see below) display all development approvals with a pending decision and the number of days remaining until determination. Unlike the previous DAP report, upcoming development approvals are not included.

Alternative

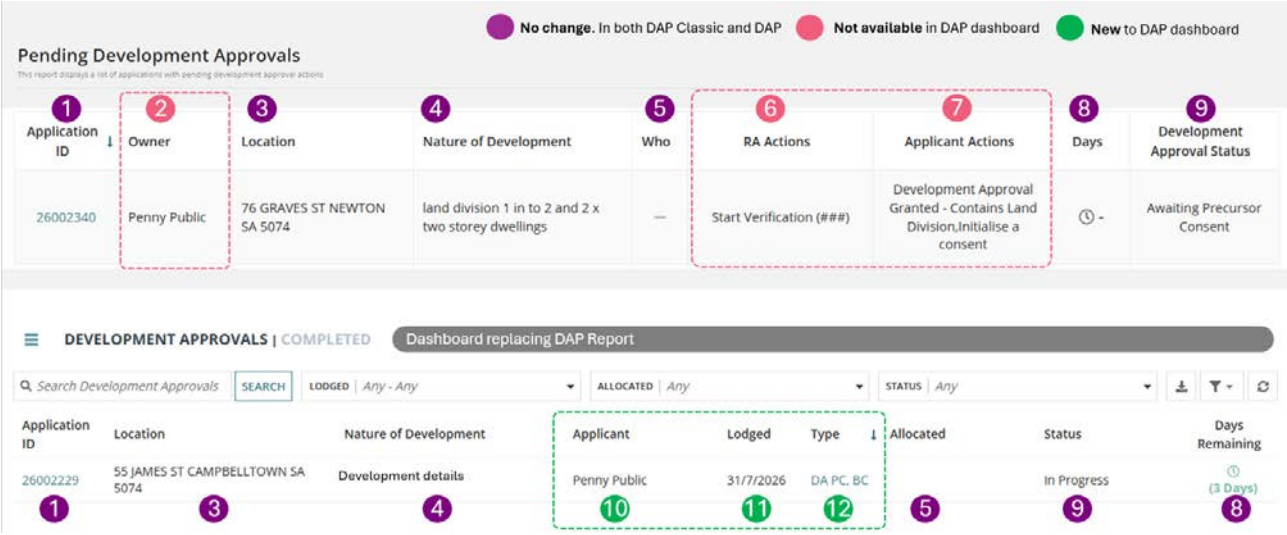
- Assessments in progress (homepage)
- Workload & Allocations (side-menu)

Setup favourite filters

Refer to Export and Filters instructions.

> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison



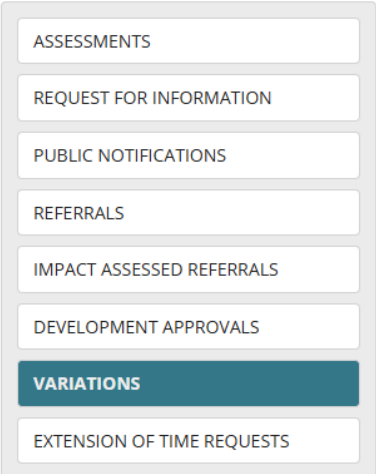
Filter comparison

DAP Classic Filters	**Replaced by:** Development Approvals dashboard
-	**New Search will return results for the following:** • Application ID • Location • Nature of development • Applicant contact
Application ID	Replaced by new **search** option.
Location -	Replaced by new **search** option. New **Lodged** date range
Allocated Assessor	☑ Label change to **Allocated**.
Development approval status	☑ Label change to **Status**.

Information comparison

	Change	DAP Classic Column	**Replaced by:** Development Approvals dashboard
1		**Application ID**	☑ No change.
2		**Owner**	☒ Excluded.
3		**Location**	☑ No change.
4		**Nature of development**	☑ No change.
	10	-	New **Applicant** replacing owner.
	11	-	New **Lodged** date.
	12	-	New **Type**.
5		**Who**	☑ Label change to **Allocated**
6		**RA Actions**	☒ Excluded.
7		**Applicant Actions**	☒ Excluded.
8		**Days**	☑ Label change to **Days Remaining**.
9		**Development Approval Status**	☑ Label change to **Status**.

Active Variation



Replaced by: Variations dashboard

The **Variations** dashboard replaces the **Active Variation Report**.

Includes applications with a variation request submitted, awaiting further information, awaiting payment and under assessment.

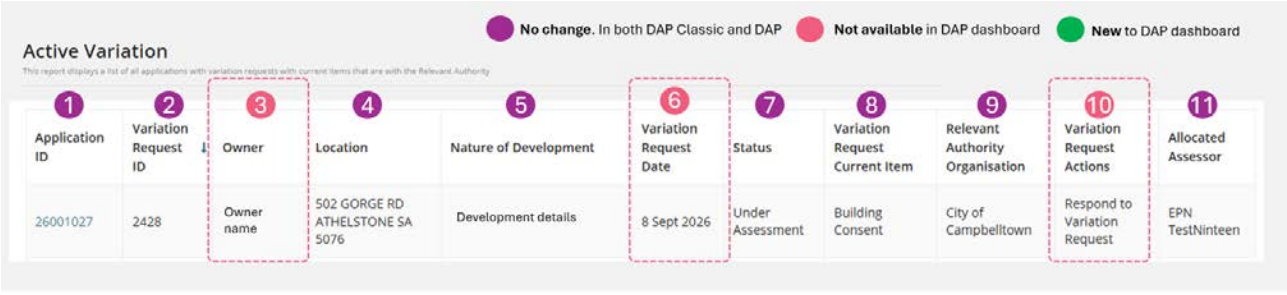
The consent authority and location council will see requests with them as the relevant authority and requests with a different authority.

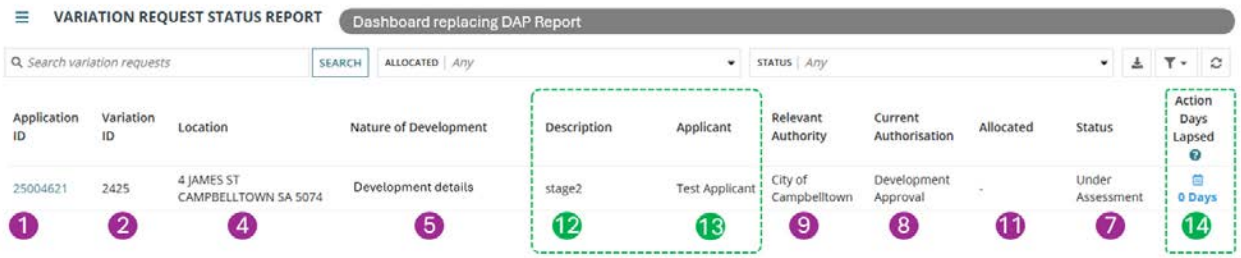
Setup favourite filters

Refer to Export and Filters instructions.

> ⚠ It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison





Filter comparison

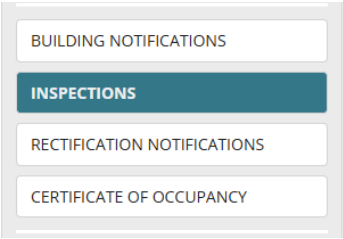
DAP Classic Filters	**Replaced by:** Variations dashboard
-	**New Search will return results for the following:** • Application ID • Variation ID • Location • Nature of development

	• Description (short) from the request
Allocated assessor	☑ Label change to **Allocated**.
Relevant authority organisation	☒ Excluded.
Status	☑ No change.
Active variation request date	☒ Excluded.

Information comparison

	Change	DAP Classic Column	**Replaced by:** Variations dashboard
1		**Application ID**	☑ No change.
2		**Variation Request ID**	☑ Label change to **Variation ID**.
3		**Owner**	☒ Excluded.
4		**Location**	☑ No change.
5		**Nature of Development**	☑ No change.
	12	**-**	New **Description** from the request
	13	**-**	New **Applicant** replacing owner.
6		**Variation Request Date**	☒ Excluded.
7		**Status**	☑ No change.
8		**Variation Request current item**	☑ Label change to **Current Authorisation**.
9		**Relevant authority organisation**	☑ Label change to **Relevant Authority**.
10		**Variation request actions**	☒ Excluded.
11		**Allocated assessor**	☑ Label change to **Allocated**.
	14	**-**	New **Action Days Lapsed** shows the business days passed since the request received, excluding today. A dash (-) shows for completed/endorsed requests.

Inspection Allocated Applications



Replaced by: Inspection Status & Allocations dashboard

The **Inspections** dashboard replaces the **Allocated Applications** DAP Report.

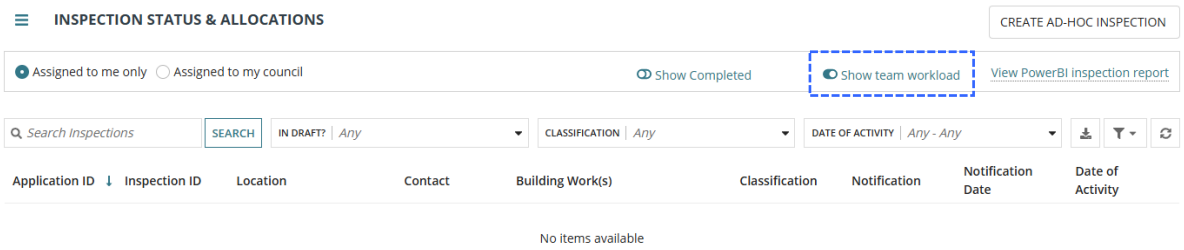
Not applicable to accredited professionals and Minister for Planning.

Instructions to view inspection allocated applications

1. From the side menu select **Inspections**.

The **Inspection Status & Allocations** dashboard shows with default view assigned to me only.

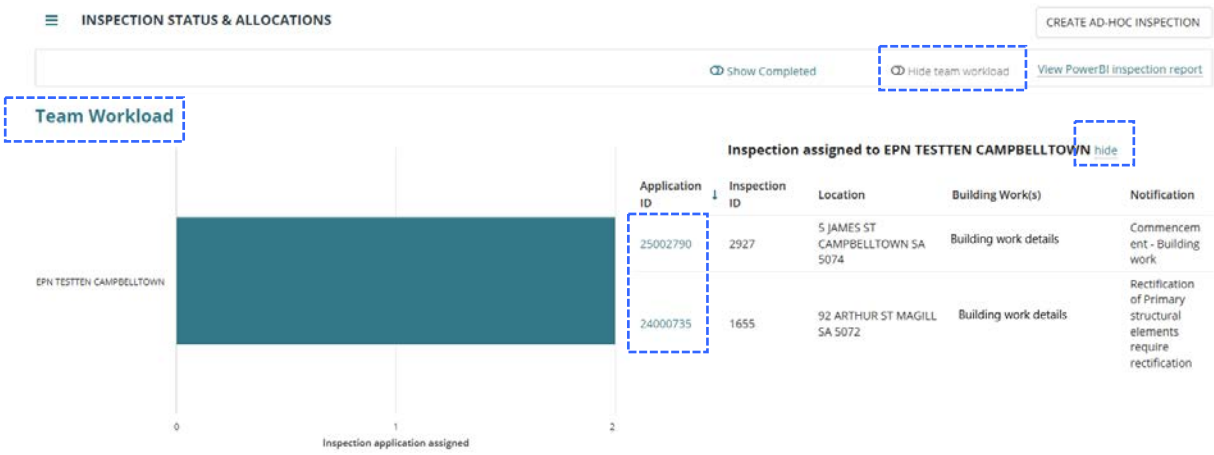
2. Click on link **Show team workload**.



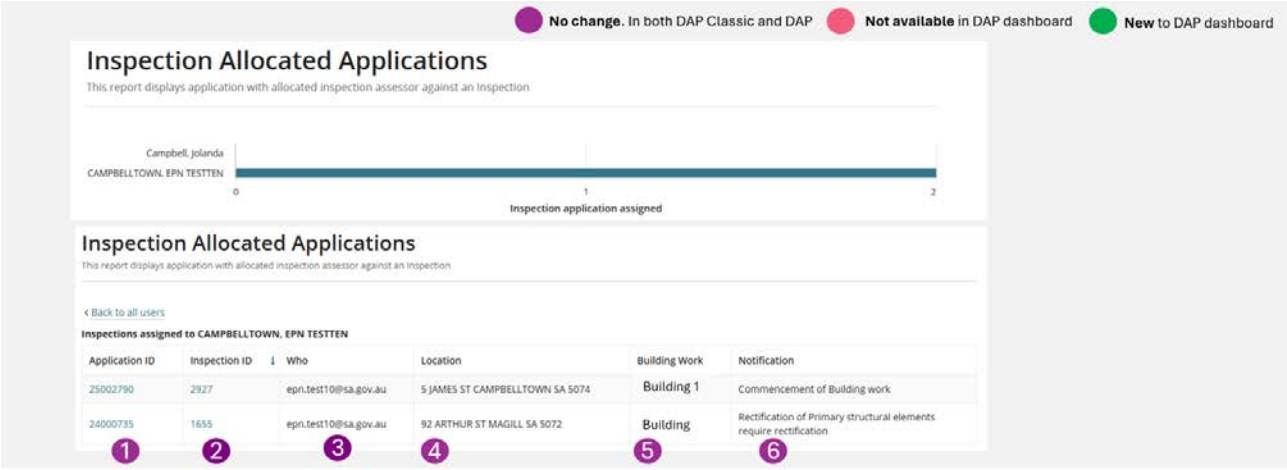
The **Team Workload** graph appears and the link updates to **Hide team workload**.

3. Click on the bar for the applicable user to view a list of allocated inspections.

The list of inspections assigned includes a link to view the application and option to hide the list or use **Hide team workload** to close.



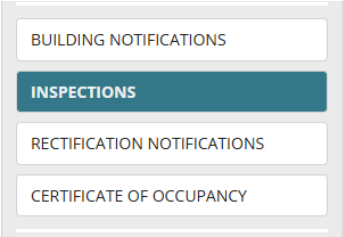
Report & Dashboard Comparison



Information comparison

	Change	DAP Classic Columns	**Replaced by:** Inspection Status & Allocations dashboard
1		**Application ID**	☑ No change.
2		**Inspection ID**	☑ No change.
3		**Who**	☑ Now shows in the **Inspection assigned to** heading.
4		**Location**	☑ No change.
5		**Building Work**	☑ No change.
6		**Notification**	☑ No change. If blank indicates an adhoc inspection.

Inspection status



Replaced by: Inspection Status & Allocations dashboard

The **Inspections** dashboard replaces the **Inspection Status** report.

Not applicable to accredited professionals and Minister for Planning.

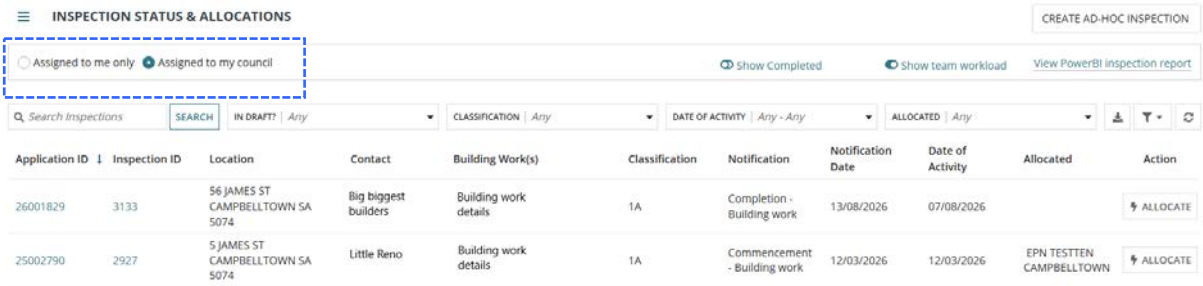
Instructions to identify pending inspections

The dashboard defaults to **Pending Inspections Assigned to Me**, displaying only inspections allocated to you. To view all pending inspections within your organisation, change the view to **Assigned to My Council** (or equivalent).

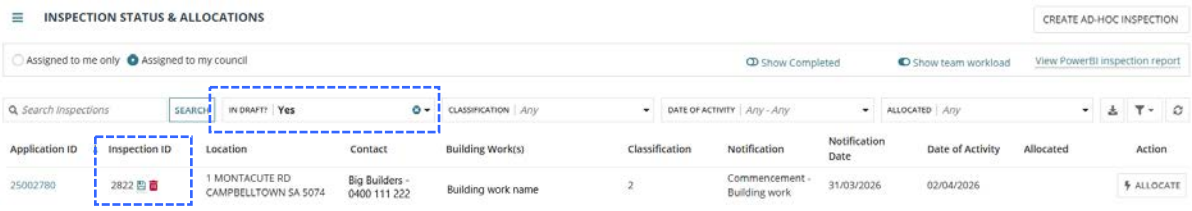
Additional viewing options are available:

- **Show Completed** displays completed inspections.
- **Show Team Workload** displays a graph showing the total number of pending inspections assigned to each team member.

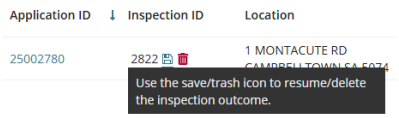
A link is also available to open the **Power BI Inspection Report** for more detailed inspection reporting and analysis.



To view inspections saved as a draft select *Yes* the **In draft** filter.



An inspection saved as a draft will show two icons one to resume adding inspection details and the other to delete the draft.



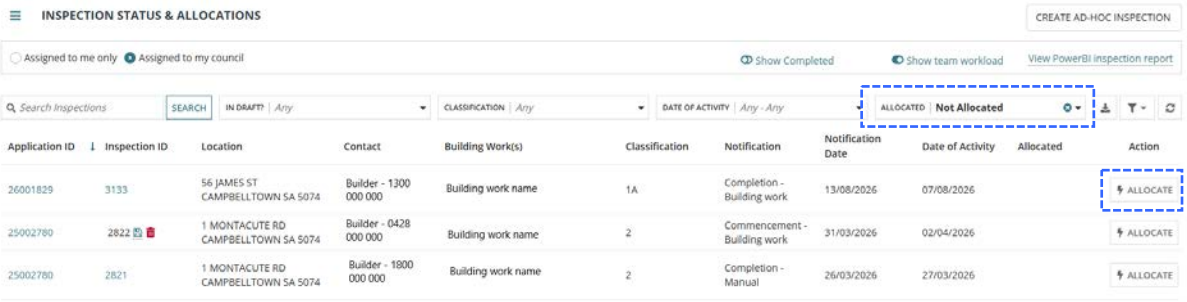
Instructions on allocating an inspection

Within the dashboard is the option to **allocate** or **reallocate** inspections, an alternative to assigning who to inspect from the inspection record.

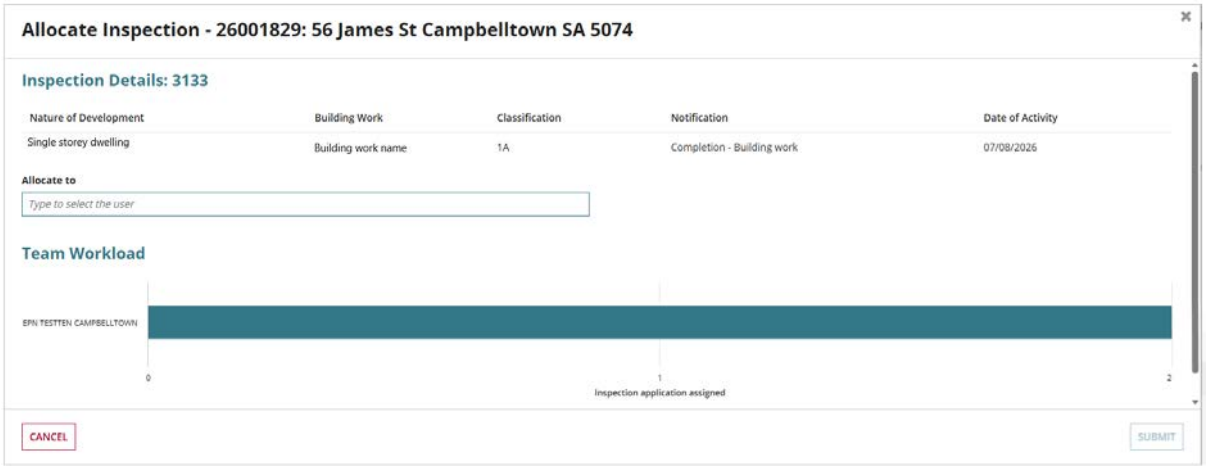
1. Select *Not Allocated* from the **Allocated** filter.

The **Inspection Status & Allocations** shows *pending* unallocated inspections.

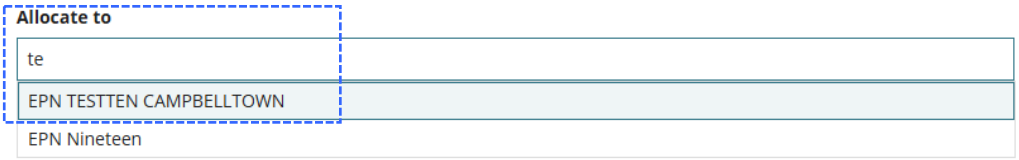
2. Click on ALLOCATE.



The **Allocate Inspection** window opens, displaying the inspection details and a **Team Workload** graph. The graph provides a visual representation of pending inspection allocations across team members.



3. Start typing who to inspect in **Allocate to** and select their name from list of matches.



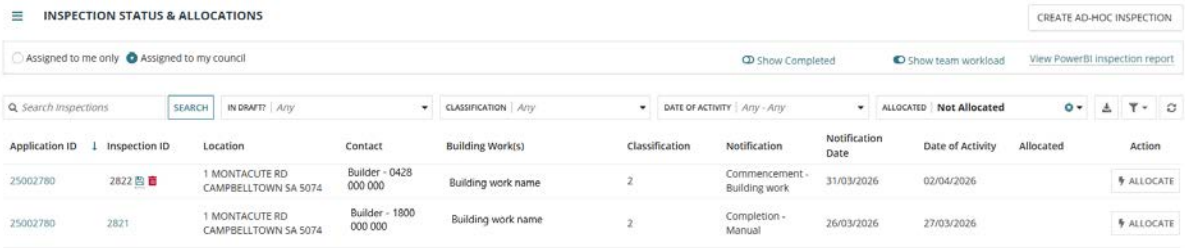
Only users who have 'Inspection' flagged against their user account are selectable from the **Allocated to** field.

The selected team members' name is populated and the **SUBMIT** button enabled.

> **Note:** The **Team Workload** graph is not updated when an allocation is selected. The graph reflects current allocations only and will update after the inspection allocation has been submitted successfully.

4. Click on **SUBMIT**.

The **Inspection Status & Allocations** dashboard is displayed, and the inspection removed from the list of *not allocated* inspections. Repeat the process until all pending inspections are allocated.



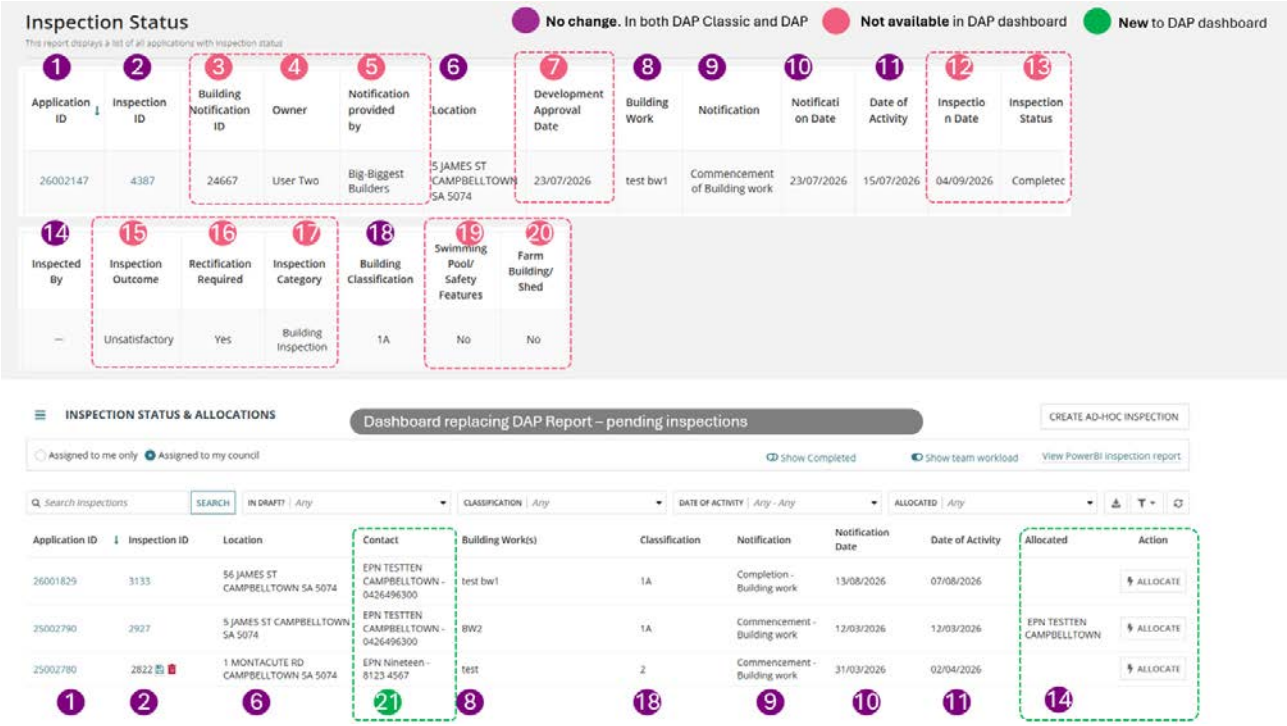
Setup favourite filters

Refer to Export and Filters instructions.

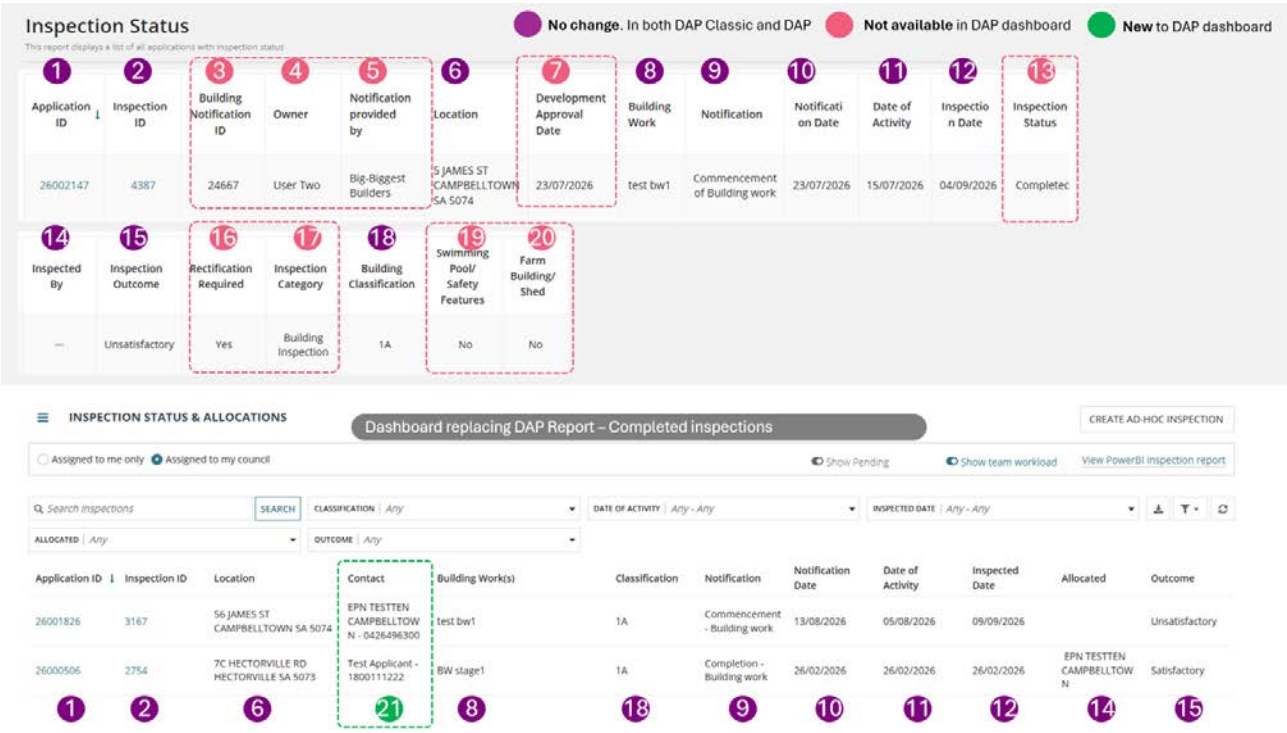
> It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison

Inspection Status report compared to pending inspections dashboard



Inspection Status report compared to completed inspections dashboard



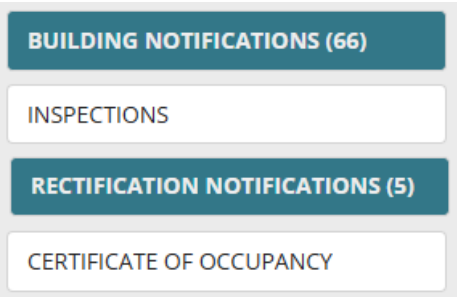
Filter comparison

DAP Classic Filters	Pending inspections	Completed inspections
-	New toggle for **assigned to me** and **assigned to my council** (or equivalent).	New toggle for **assigned to me** and **assigned to my council** (or equivalent).
-	New **Search** will return results for the following: • Application ID • Inspection ID • Location • Building Work • Contact details (builder)	New **Search** will return results for the following: • Application ID • Inspection ID • Location • Building Work • Contact details (builder)
Application ID	☑ **Search** field	☑ **Search** field
-	New **In Draft** (yes or no)	
Inspection Date	Not applicable.	☑ Label change to **Inspected Date**
Activity	☑ **Date of Activity**	☑ Label change to **Date of Activity**
-	New **Allocated** filter.	New **Allocated** filter.
Building Classification	☑ Label change to **Classification**	☑ Label change to **Classification**
Building Facility	☒ Excluded.	☒ Excluded.
Inspection status	Not applicable.	☒ Excluded.
Inspection Outcome	Not applicable.	☑ Label change to **Outcome**
Inspection category	☒ Excluded.	☒ Excluded.

Information comparison

	Change	DAP Classic Columns	Pending Inspections	Completed Inspections
1		**Application ID**	☑ No change.	☑ No change.
2		**Inspection ID**	☑ No change.	☑ No change.
3		**Building Notification ID**	☒ Excluded.	☒ Excluded.
4		**Owner**	☒ Excluded.	☒ Excluded.
5		**Notification provided by**	☒ Excluded.	☒ Excluded.
6		**Location**	☑ No change.	☑ No change.
	21	**-**	New **Contact** Includes, builder name and phone number.	New **Contact** Includes, builder name and phone number.
7		**Development Approval date**	☒ Excluded.	☒ Excluded.
8		**Building Work**	☑ No change.	☑ No change.
9		**Notification**	☑ No change.	☑ No change.
10		**Notification date**	☑ No change.	☑ No change.
11		**Date of Activity**	☑ No change.	☑ No change.
12		**Inspection date**	☒ Excluded.	☑ Label change to **Inspected date**.
13		**Inspection status**	☒ Excluded.	☒ Excluded.
14		**Inspected by**	☑ Label change to **Allocated**.	☑ **Allocated** ☑ Label change to **Allocated**.
15		**Inspection outcome**	**Not applicable**	☑ Label change to **Outcome**.
16		**Rectification required**	☒ Excluded.	☒ Excluded.
17		**Inspection category**	☒ Excluded.	☒ Excluded.
18		**Building classification**	☑ Label change to **Classification**.	☑ Label change to **Classification**.
19		**Swimming pool/safety features**	☒ Excluded.	☒ Excluded.
20		**Farm building/shed**	☒ Excluded.	☒ Excluded.

Building and Rectification Notifications



Replaced by: Building Notifications and Rectification Notifications dashboards

The information previously available in the DAP Report is now distributed across two dashboards. Alternatively, you can access the equivalent information through the Power BI **Building Inspection Report**.

- **Building Notifications dashboard**: Displays submitted building notifications and notifications that have received a decision outcome (that is, whether an inspection is required).
- **Rectification Notifications dashboard**: Displays submitted rectification notifications and notifications that have received a decision outcome (that is, whether an inspection is required).

Not applicable to accredited professionals and Minister for Planning.

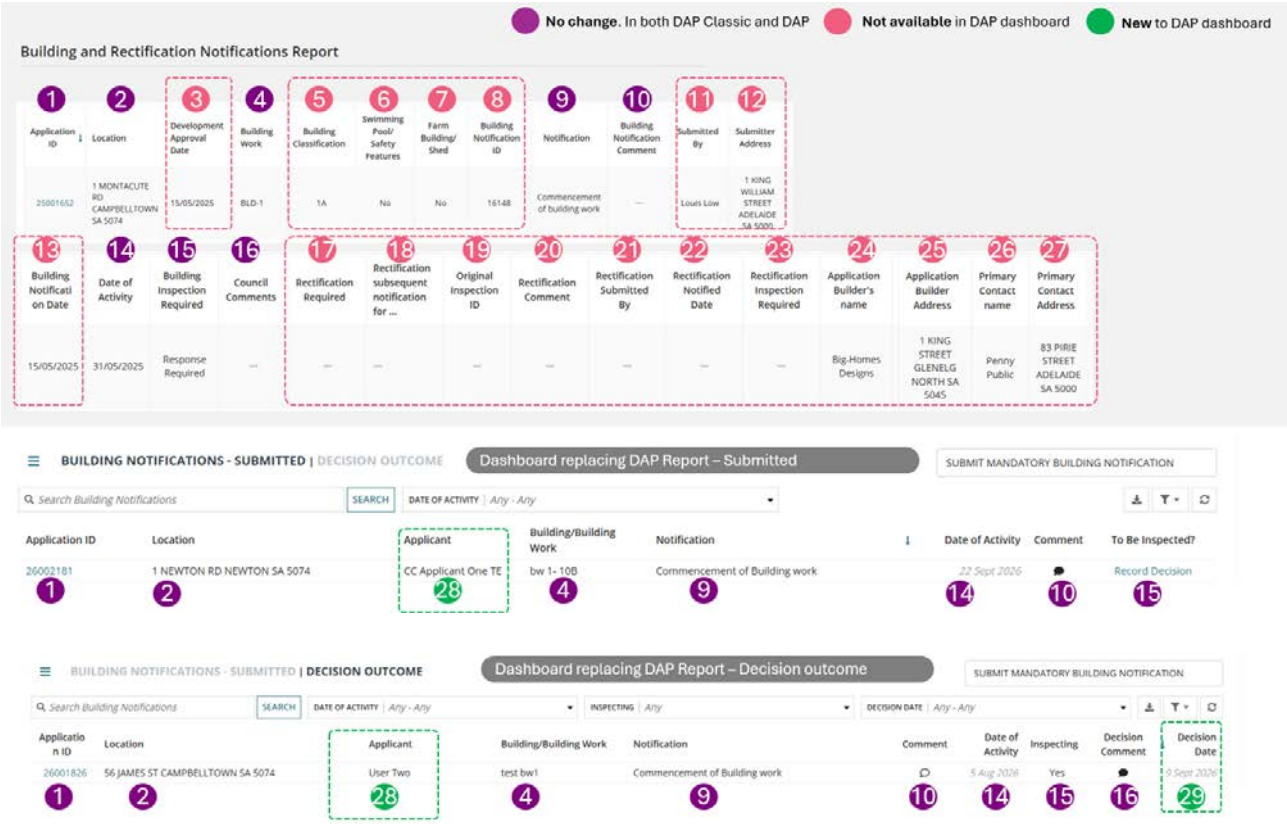
Setup favourite filters

Refer to Export and Filters instructions.

It is recommended that you plan the filters you want to create and the order in which they should appear. Once a filter has been created, its display order cannot be changed.

Report & Dashboard Comparison

Building Notifications dashboard



Filter comparison

DAP Classic Filters	Building Notifications Submitted	Building Notifications Decision Outcome
-	New **Search** will return results for the following: • Application ID • Location • Applicant • Building/building work • Notification	New **Search** will return results for the following: • Application ID • Location • Applicant • Building/building work • Notification
Application ID	☑ No change. Available in **Search** field (see above).	☑ No change. Available in **Search** field (see above).
Notification filter by notification	☑ Change available in **Search** field (see above).	☑ Change available in **Search** field (see above).
Notification Submitted *Yes-No*	☒ Excluded.	☒ Excluded.
Notification date range	☒ Excluded.	☒ Excluded.

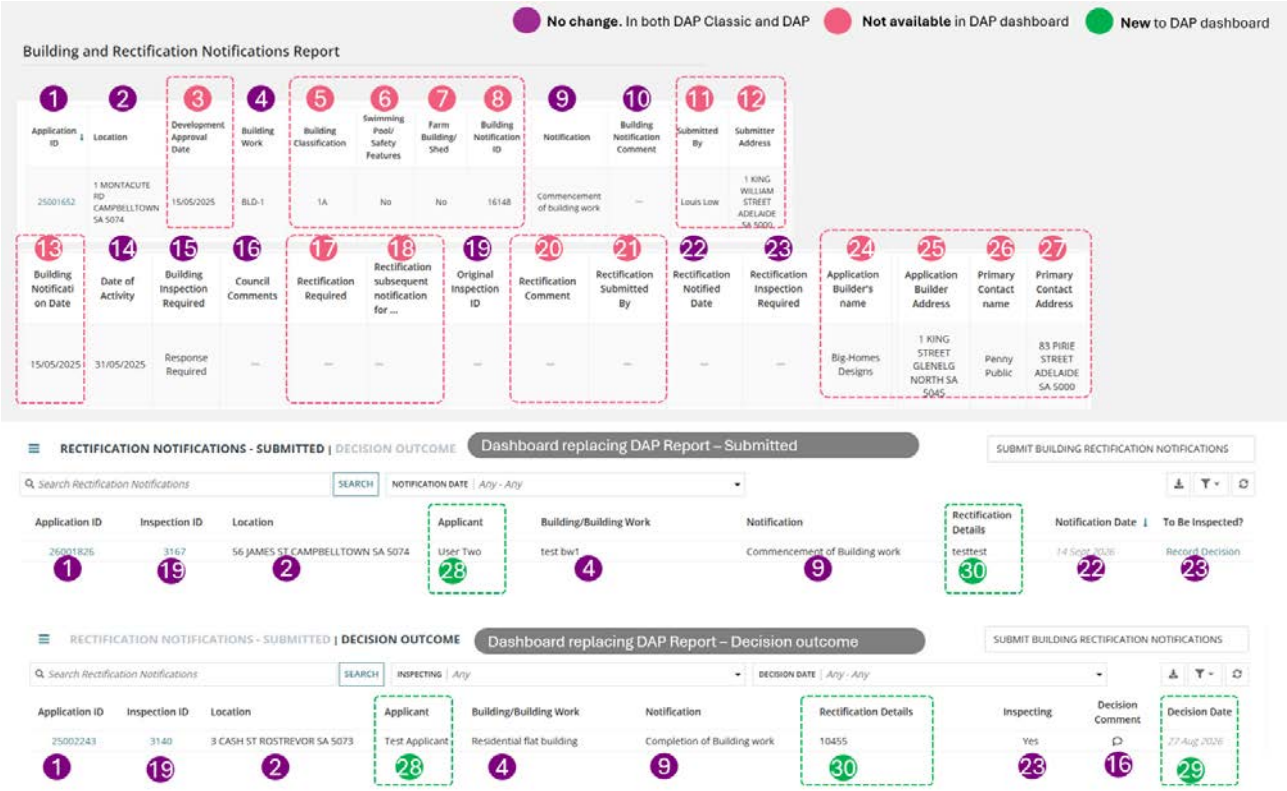
Activity date range	☑ No change.	☑ No change.
Building Classification	☒ Excluded.	☒ Excluded.
Building Facility	☒ Excluded.	☒ Excluded.
Builder's Name	☒ Excluded.	☒ Excluded.
To be inspected	☒ Excluded.	☑ Label change to **Inspecting**.
-	☒ Excluded. Not applicable.	New **Decision** date range.
Rectification Required *Yes-No*	☒ Excluded.	☒ Excluded.
Rectification Submitted *Yes-No*	☒ Excluded.	☒ Excluded.
Out of Council Area	☒ Excluded.	☒ Excluded.

Information comparison

	Change	DAP Classic Column	Building Notifications Submitted	Building Notifications Decision Outcome
1		**Application ID**	☑ No change.	☑ No change.
2		**Location**	☑ No change.	☑ No change.
	28	**-**	New **Applicant**.	New **Applicant**.
3		**Development approval date**	☒ Excluded.	☒ Excluded.
4		**Building Work**	☑ No change.	☑ No change.
5		**Building classification**	☒ Excluded.	☒ Excluded.
6		**Swimming pool/Safety features**	☒ Excluded.	☒ Excluded.
7		**Farm building/shed**	☒ Excluded.	☒ Excluded.
8		**Building notification ID**	☒ Excluded.	☒ Excluded.
9		**Notification**	☑ No change.	☑ No change.
10		**Building notification comment**	☑ Label change to **Comment**.	☑ Label change to **Comment**.

11		**Submitted by**	☒ Excluded.	☒ Excluded.
12		**Submitter address**	☒ Excluded.	☒ Excluded.
13		**Building notification date**	☒ Excluded.	☒ Excluded.
14		**Date of activity**	☑ No change.	☑ No change.
15		**Building inspection required**	New **To be inspected?** Option.	New **Inspecting** shows *yes* or *no*.
16		**Council comments**	☒ Excluded. Not applicable.	☑ Label change to **Decision Comment**.
	29	**-**	New to inspect or not **Decision Date**.	New to inspect or not **Decision Date**.
17		**Rectification required**	☒ Excluded.	☒ Excluded.
18		**Rectification subsequent notification for …**	☒ Excluded.	☒ Excluded.
19		**Original inspection ID**	☒ Excluded.	☒ Excluded.
20		**Rectification comment**	☒ Excluded.	☒ Excluded.
21		**Rectification submitted by**	☒ Excluded.	☒ Excluded.
22		**Rectification notified date**	☒ Excluded.	☒ Excluded.
23		**Rectification inspection required**	☒ Excluded.	☒ Excluded.
24		**Application builder's name**	☒ Excluded.	☒ Excluded.
25		**Application builder address**	☒ Excluded.	☒ Excluded.
26		**Primary contact name**	☒ Excluded.	☒ Excluded.
27		**Primary contact address**	☒ Excluded.	☒ Excluded.

Rectification Notifications dashboard



Filter comparison

DAP Classic Filters	Rectification Notifications Submitted	Rectification Notifications Decision Outcome
-	New **Search** will return results for the following: • Application ID • Inspection ID • Location • Applicant • Building/building work • Notification • Rectification details	New **Search** will return results for the following: • Application ID • Location • Applicant • Building/building work • Notification
Application ID	☑ No change. Available in **Search** field (see above).	☑ No change. Available in **Search** field (see above).
Notification filter by notification	☑ Change available in **Search** field (see above).	☑ Change available in **Search** field (see above).
Notification Submitted *Yes-No*	☒ Excluded.	☒ Excluded.
Notification date range	☑ Label change to **Notification Date**.	☒ Excluded.

Activity date range	☒ Excluded.	☒ Excluded.
Building Classification	☒ Excluded.	☒ Excluded.
Building Facility	☒ Excluded.	☒ Excluded.
Builder's Name	☒ Excluded.	☒ Excluded.
To be inspected	☒ Excluded.	☑ Label change to **Inspecting**.
-	☒ Excluded. Not applicable.	New **Decision Date** range.
Rectification Required *Yes-No*	☒ Excluded.	☒ Excluded.
Rectification Submitted *Yes-No*	☒ Excluded.	☒ Excluded.
Out of Council Area	☒ Excluded.	☒ Excluded.

Information comparison

	Change	DAP Classic Column	Rectification Notifications Submitted	Rectification Notifications Decision Outcome
1		**Application ID**	☑ No change.	☑ No change.
2		**Location**	☑ No change.	☑ No change.
	28	**-**	New **Applicant**.	New **Applicant**.
3		**Development approval date**	☒ Excluded.	☒ Excluded.
4		**Building Work**	☑ Label change to **Building/Building Work**.	☑ Label change to **Building/Building Work**.
5		**Building classification**	☒ Excluded.	☒ Excluded.
6		**Swimming pool/Safety features**	☒ Excluded.	☒ Excluded.
7		**Farm building/shed**	☒ Excluded.	☒ Excluded.
8		**Building notification ID**	☒ Excluded.	☒ Excluded.
9		**Notification**	☑ No change.	☑ No change.
	30	**-**	New **Rectification Details**.	New **Rectification Details**.

10		**Building notification comment**	☒ Excluded. Not available.	☒ Excluded. Not available.
11		**Submitted by**	☒ Excluded.	☒ Excluded.
12		**Submitter address**	☒ Excluded.	☒ Excluded.
13		**Building notification date**	☑ Label change to **Notification Date**.	☒ Excluded.
14		**Date of activity**	☒ Excluded. Not applicable.	☒ Excluded. Not applicable.
15		**Building inspection required**	New **To be inspected?** Option.	New **Inspecting** shows *yes* or *no*.
16		**Council comments**	☒ Excluded. Not applicable.	☑ Label change to **Decision Comment**.
	29	**-**	New to inspect or not **decision date**.	New to inspect or not **decision date**.
17		**Rectification required**	☒ Excluded.	☒ Excluded.
18		**Rectification subsequent notification for ...**	☒ Excluded.	☒ Excluded.
19		**Original inspection ID**	☑ Label change to **Inspection ID**.	☑ Label change to **Inspection ID**.
20		**Rectification comment**	☒ Excluded.	☒ Excluded.
21		**Rectification submitted by**	☒ Excluded.	☒ Excluded.
22		**Rectification notified date**	☑ Label change to **Notification Date**.	☒ Excluded.
23		**Rectification inspection required**	☒ Excluded.	☒ Excluded.
24		**Application builder's name**	☒ Excluded.	☒ Excluded.
25		**Application builder address**	☒ Excluded.	☒ Excluded.
26		**Primary contact name**	☒ Excluded.	☒ Excluded.
27		**Primary contact address**	☒ Excluded.	☒ Excluded.

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Department for Housing
and Urban Development