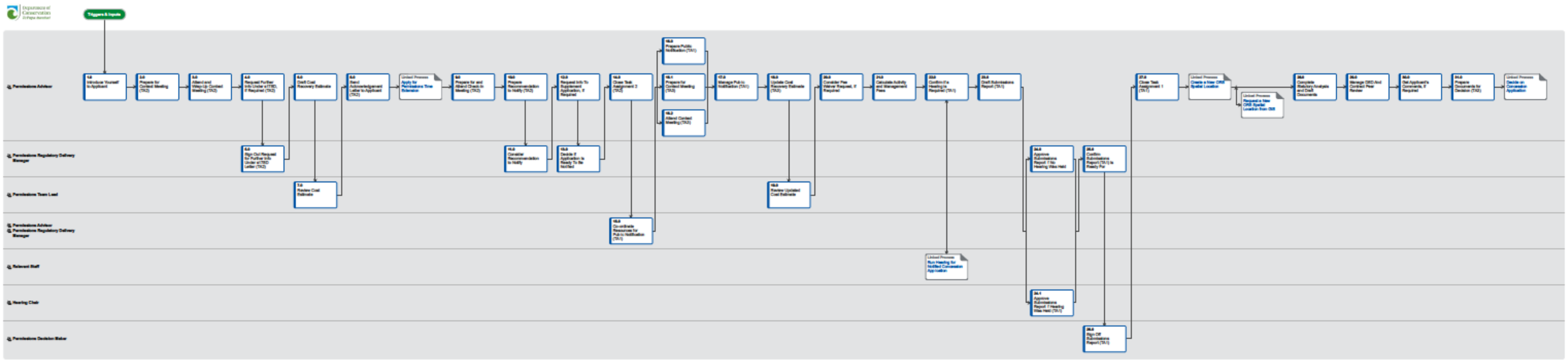
Assess a Notified Concession Application v22.0



Summary

Objective
To manage the notification and execute the statutory assessment and effects analysis of a notified permissions application to get the application ready for a decision by the Decision Maker.

Required Outcomes:
- That the assessment is ready within the timeframes stated in the task assignment
- That the required time frame for notification is followed
- That spatial location info is created and linked or linked, if already existing
- Process flow is understandable & easy to follow
- The process is appropriately cost-recovered or waived
- A new staff member can work in the process with a minimum level of support
- Compliance with the relevant Legal Delegations Document (see http://intranet/tools-and-services/planning-regulatory-and-legal-services/legal-services/legal-delegations/) for any questions about accountabilities / responsibilities to perform the activities on a day-to-day basis.

Owner [redacted]

Expert

Procedure

1.0 Introduce Yourself to Applicant
Permissions Advisor

a Update the application on the Edit Screen in the Permissions Database with your name and Service Centre as lead

b Email the applicant within 24 hours of being assigned the application - don't wait for the context meeting or task assignment email

Permissions Application - Acknowledgement Email (DOC-6894127)

NOTE **Use the email template attached here to advise the applicant you are the lead on their application, their reference number from the Permissions Database, and any other relevant context eg: if there are any delays expected.**

c Save the email (along with any other correspondence) to the Permission record in the Permissions Database

d Update the Trello card to show you have sent the Acknowledgement Email

2.0 Prepare for Context Meeting (TA2)
Permissions Advisor

a Read the application and supporting documents

b Create two "All - Conflict of Interest Form" from the Permissions Database, complete one for yourself and send the other to the Decision Maker

NOTE **Conflict of interest forms for other team members:**
All other team members are to consider whether they have a conflict of interest. If they consider they have a conflict of interest or one may be perceived, they should request a copy of the Conflict of Interest Declaration from the Permissions Advisor (who will create a new form from the Permissions Database and send this to the team member) prior to the Context Meeting.

c Create "Notified Concessions – TA2 Task Register" from the Permissions Database

NOTE **Use this register to record TA2 critical issues, tasks and accountable owners of these until the task assignment is complete.**

d Review application for completeness and note any critical issues

NOTE **Don't do any work on the application over and above familiarising yourself and noting critical issues. The Decision Maker may decide to take a course that does not require certain work, so keep your pre-meeting time to a minimum.**

e Familiarise yourself with relevant legislation, CMS and Management Plans, if required to record critical issues. Talk to your Senior Advisor if you are unsure whether to do this or not

f Collect critical issues from Statutory Managers, if application is multi-regional

g Discuss with Permissions Manager if they want to come to the TA2 context meeting

h Forward invite of the TA2 context meeting to Permissions Manager, if they want to attend

i Set up a separate context meeting for TA1, if the Permissions Manager does not want to attend the TA2 context meeting

j Add or update due date on the application's Trello card to align with the TA2 due date

3.0 Attend and Wrap-Up Context Meeting (TA2)
Permissions Advisor

a Attend context meeting and contribute to Team Process:

Te Hātepe Tīma - Team Process (DOC Intranet)

NOTE **The Decision Maker leads a Team Process during the meeting to identify the critical issues. The Decision Maker seeks contributions on how to resolve the critical issues identified. If all critical issues can be addressed at this meeting, then a recommendation the application is ready to publicly notify may be made at this stage.**

b Record critical issues

c Record additional context, tasks, and due dates in the task register

NOTE **What to record in the context meeting:**
Tasks will be assigned by the Decision Maker to team members to obtain the information needed to resolve the critical issues.
These tasks should be recorded in the task register with the name of the team member assigned to complete them, and the due date.

d Schedule check-in meeting in all task member's calendars, if required

e Circulate critical issues and tasks among team members after the context meeting

NOTE **If any critical issues can be resolved at this context meeting, the recommendation to the Permissions Manager that the application is ready to be notified may be made at this point. If that is the case, continue following the process to move to Task Assignment 1 (TA1) to run the public notification.**

4.0 Request Further Info Under s17SD, If Required (TA2)

Permissions Advisor

a The Decision Maker will task the Permissions Advisor to request further information from the applicant, if required under section 17SD of the Conservation Act 1987

NOTE **Further information could include more detailed plans or mapping, or the commissioning of external reports to investigate the effects of the activity.**

NOTE **Use "Concessions - Correspondence - Acknowledgement - Notified 2022" from the Permissions Database, as further described in the activity outlining how to prepare and send the acknowledgement to the applicant under TA2.**

NOTE **If the applicant does not send the required information within a reasonable timeframe, consider if they are withdrawing the application. If they do not reply within the timeframe specified in the letter, the application can also be returned under section 17SD(4) of the Conservation Act 1987.**

b Put your draft letter on the Permissions Manager's daily report to obtain their sign off

NOTE **Requesting further information from the applicant is a delegated decision under s17SD(1), which is why the letter needs to be approved by the delegated person - in this case, usually the Permissions Manager, but it can also be the DDG, Director ORS, Ops Director or any ORS Manager or, if the Decision Maker is a Director Operations then they can sign off as per delegations register:**

Conservation Act 1987 Instrument of Delegation Schedule (DOC-2583744)

c Send the request for further information to the applicant

d When further information is received, hold a check-in meeting to consider if the application is now ready to be notified

5.0 Sign Out Request for Further Info Under s17SD Letter (TA2)

Permissions Regulatory Delivery Manager

a Receive the draft request for further information letter via daily report

b Add signature to the letter

c Advise Permissions Advisor the letter is ready to be sent

6.0 Draft Cost Recovery Estimate

Permissions Advisor

a Download the Cost Recovery Tool from the template in docCM and save it to the application in the Permissions Database

NOTE **You will find relevant information how to use the Cost Recovery Tool in the attached instructions document:**

Cost Recovery Tool Instructions (DOC-5629328)

b Select relevant sheet in Cost Recovery Tool, e.g. "Notified Concessions", and fill in the data

c Review the Price Book to see if extra time needs to be added to the cost estimate to cover NTC or the Commercial team's time to assist with determining the activity fee (s)

d Share cost estimate with Team Lead for review

7.0 Review Cost Estimate

Permissions Team Lead

a Review cost estimate

b Discuss and clarify questions or different points of view with Permissions Advisor, if required

c Return approved cost estimate

8.0 Send Acknowledgement Letter to Applicant (TA2)

Permissions Advisor

a Create acknowledgement letter from the Permissions Database (Concessions - Correspondence - Acknowledgement - Notified 2022)

NOTE **If further information is being requested, the acknowledgement letter will already be created and drafted. Make sure the letter includes the cost estimate and once signed by the Permissions Manager follow task c below to send the letter to the applicant.**

b Draft the acknowledgement letter, including cost estimate

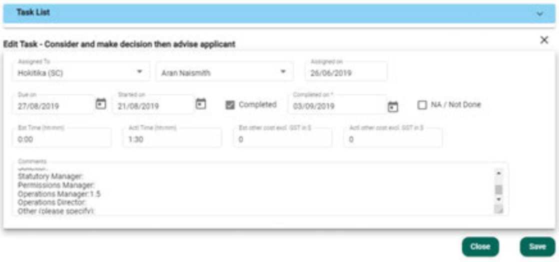
c Send acknowledgement letter to the applicant by email

d Record all time spent by task team members in Permissions database, using the guidance:

Guidance for using tasks in the Permissions Database (DOC-6409886)

NOTE **Complete Step 2 ("Capture, understand and assign time") and Step 3 ("Pre-context meeting, at the context meeting and post context meeting (including check-in meetings), up until the application is deemed complete) of the tasking tree.**

NOTE **See an example:**



ORS record time in Permissions Database.JPG

PROCESS **Apply for Permissions Time Extension**
Permissions Advisor

9.0 Prepare for and Attend Check-In Meeting (TA2)
Permissions Advisor

- **a** Schedule check-in meeting in task member's calendars, if required
- **b** Ensure any outstanding sections for contributions (tasks) in the TA2 task register are populated
- **c** Raise any outstanding tasks with the Decision Maker, if there are tasks that have not been finished prior to check in meeting
- **d** Attend check-in meeting

  NOTE **What happens at the check-in meeting:**
  - The Decision Maker will lead the meeting and seek input from team members on the tasks they were assigned, as well as any new critical issues.
  - If the Decision Maker is satisfied they have sufficient information, and the critical issues are addressed, they will make a recommendation to the Permissions Manager that the application is ready to be notified.
  - If more information is required, the Decision Maker task assigns this to the relevant team member.
- **e** Capture any new critical issues or tasks in the TA2 task register
- **f** Forward the recommendation to notify to the Permissions Manager if no further work is required, using the following template:

  Task 2 - Recommendation to Permissions Manager to Publicly Notify Template (DOC-5511172)
- **g** Schedule further check-in meetings as required
- **h** Request further time extension, if required, following the steps in 'Apply for Time Extension' activity

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10.0 Prepare Recommendation to Notify (TA2)
Permissions Advisor

- **a** Download "Concessions - Notified Concession - TA 2 - Recommendation to Permissions Manager to Publicly Notify Template" from the template in docCM (or the link under 9.0 (f) in the above step) and save it to the application in the Permissions Database

  NOTE **The contents of the recommendation template can also be copied directly into an email and emailed to the Permissions Manager directly if this has been agreed to beforehand. The Permissions Manager will copy permissionssupport into the reply email to alert them to TA2 closing.**
- **b** Prepare recommendation to notify for Permissions Manager
- **c** Put the recommendation on the Permissions Manager's daily report for approval
- **d** Close out the task register for Task Assignment 2

11.0 Consider Recommendation to Notify
Permissions Regulatory Delivery Manager

- **a** Consider if the application is ready for notification

  NOTE **How to test if an application is ready to be notified:**
  In order for an application to be ready to notify, it needs to contain enough enough information for a general member of the public to understand what is being proposed, where is will occur and how the effects of the activity might be mitigated. More complex applications will require a full Environmental Impact Assessment and detailed design drawings.
- **b** Advise Decision Maker to consider request for additional information, if they have not accepted the recommendation

  NOTE **If the Decision Maker decides under TA 2 that they want to request further information from the applicant, they assign the Permissions Advisor to do so.**

12.0 Request Info To Supplement Application, If Required
Permissions Advisor

- **a** Receive task from Decision Maker to request further information from the applicant
- **b** Request further information from the applicant

  NOTE **Follow the same process as described in activity 4.0 'Request Further Info Under s17SD'.**
- **c** Send the additional information to the Decision Maker

  NOTE **The Decision Maker then amends the recommendation and gets the updated recommendation to the Permissions Advisor.**

13.0 Decide If Application Is Ready To Be Notified
Permissions Regulatory Delivery Manager

- **a** Receive updated recommendation, if required
- **b** Decide if Application is ready to be notified

  NOTE **Ensure process-based decisions are made within two working days of receiving a recommendation from the place-based Decision Maker.**

c Consider where application should be publicly notified

NOTE **Public notices should appear at least once in a local newspaper, and one of the four daily newspapers in Auckland, Wellington, Christchurch and Dunedin. If the application is of national significance, it should appear in all four national newspapers.**

d Accept the recommendation that the application is ready to publicly notify, and move to working with task assignment 1 (TA1)

e Inform the Permissions Advisor of the decision

14.0 Close Task Assignment 2 (TA2)

Permissions Advisor

a Receive confirmation from the Permissions Manager that the application is ready for notification

b Email [redacted] to let them know this TA2 is complete, and Task Assignment 3 (TA3) can be released

NOTE **Include the proposed date public notification will close so they can assign a due date to the task.**

c Review cost estimate with the cost recovery spreadsheet and consider whether a revised cost estimate is required

NOTE **This is only if more work than expected has been done at this stage - discuss this with your Team Leader if you are unsure.**

d Change due date on the application's Trello card to align with the TA1 'no hearing' due date (change again if a hearing is required)

15.0 Co-ordinate Resources for Public Notification (TA1)

Permissions Advisor, Permissions Regulatory Delivery Manager

a Meet the Permissions Manager to consider how to appropriately resource the public notification

NOTE **Remember to set up context meeting for TA 1, if you haven't already done so.**

b Consider who will be available to chair a hearing, if this is required

NOTE **It is important to have a hearing chair lined up as early as possible in the process, as it can be difficult to find someone who is available.**

NOTE **Also discuss a potential hearing date, depending on availability of chair.**

c Identify additional resources (eg: Statutory Support Officers) to assist in the public notification process, if required

NOTE **The application may require personal details or signatures to be redacted before the application is put on the website, this is usually a role for a SSO to be tasked by the Permissions Manager**

d Agree on the length of time for public notification (generally 20 working days) and check the definition of 'working day' under s2(1) of the Conservation Act if the notification falls over a public holiday(s) or across the Christmas period to make sure you extend the timeframe to include the days deemed not working days

NOTE **The Conservation Act also defines a 'day' as a period of 24 hours beginning at midnight and ending with the following midnight, so remove any reference to submissions closing at 5.00pm**

16.0 Prepare Public Notification (TA1)

Permissions Advisor

a Ensure that whānau, hapū, and iwi, as well as the relevant Conservation Board/s have been notified about the application before the public notification is published on the website and in newspapers

NOTE **This is to ensure we maintain good 'no surprises' relationships with our Treaty partners, as well as the local boards.**

b Create "Notified Concession – TA1 Task Register" from the Permissions Database

NOTE **Use this to record tasks and accountable owners of these until the task assignment is complete.**

c Create "Notified Concession – Objection or Submission Form" from the Permissions Database

d Create the public notice using the form "Notified Concession - Public Notice" from the Permissions Database

NOTE **This form is a 'one-stop' shop for all information included in both the newspaper and website notices.**

NOTE **Remember to include a link to the "Notified Concession - Objection or Submission Form" that you have created.**

e Submit the newspaper notification to the relevant news company

f Request a cost estimate, as well as a copy of the notice to proofread before confirming it is ready to be published

NOTE **Criteria for running the public notice in the newspaper and on the website:**
The posting of public notifications under s17SC is carried out in accordance with s49 of the Conservation Act 1987 and DOC guidelines. The notice must:
- Appear at least once in a local newspaper
- Appear at least once in each of the four daily newspapers in Auckland, Wellington, Christchurch and Dunedin (unless it is only of regional interest, where it can be in that region only)
- Run for AT LEAST 20 working days until submissions close
- Provide an opportunity for a hearing if requested

[redacted] [redacted] - with the completed form 'Notified Concession - Public Notice' and include the date the website notice should be published

NOTE **The date should be the same date as the newspaper notices - try to give the web team as much notice as you can.**

NOTE **All information provided by the applicant including form 1a and additional information requested under s17SD should be provided to the webteam to upload to the webpage**

h Confirm your newspaper notice/s are ready to be published the same day as the website notice

i Send invoice from newspaper to your Statutory Support Officer to arrange payment

j Contact the applicant to confirm the notification period closing date and likely date for a hearing if one is required

16.1 Prepare for Context Meeting (TA3)

Permissions Advisor

a Read and review the application in detail

b Review the relevant legislation, CMS and Management Plans to identify any critical issues

NOTE **Use the Concessions Statutory Requirements Guidance as a reference:**

PROCESS Concessions Statutory Information

c Create "All - Decision Support Document - Notified Concession" from the Permissions Database

d Draft the context section of the DSD

NOTE **If the application is straightforward, you can start to draft the statutory analysis in the DSD while the public notification period is running.**

16.2 Attend Context Meeting (TA3)

Permissions Advisor

a Record any further tasks, due dates and critical issues in the DSD

b Ensure consultation is tasked and planned with whānau, hapū, and iwi, as well as the relevant Conservation Board/s

NOTE **This should be tasked to Community Rangers or Statutory Managers by the Decision Maker**

c Set up further check-in meetings as required

17.0 Manage Public Notification (TA1)

Permissions Advisor

a Download a submissions tracking spreadsheet using the template in docCM and save it to the application in the Permissions Database

Template Submission Spreadsheet - Submission contact details (DOC-6162392)

b Record submissions on the spreadsheet as they are received

c Acknowledge each submission

d Note any submitters that have requested their contact details to be kept confidential

NOTE **Any redaction work should be tasked to a Statutory Support Officer by the Permissions Manager**

18.0 Update Cost Recovery Estimate (TA3)

Permissions Advisor

a Open the Cost Recovery Tool from the Permissions Database

Cost Recovery Tool (DOC-5631690)

b You will find relevant information how to use the Cost Recovery Tool in the attached instructions document:

Cost Recovery Tool Instructions (DOC-5629328)

c Update the cost estimate in relevant sheet of the Cost Recovery Tool, e.g. "Notified Concessions", and fill in the data

d Share update cost estimate with Team Lead for review

19.0 Review Updated Cost Estimate

Permissions Team Lead

a Review updated cost estimate

b Discuss and clarify questions or different points of view with Permissions Advisor, if required

c Return approved cost estimate to Permissions Advisor

20.0 Consider Fee Waiver Request, If Required

Permissions Advisor

a Determine if application meets criteria for a fee waiver, if the applicant has requested this

NOTE **The applicant may request a fee waiver of any of the activity and management fees, or the cost recovery, and can do this at any point in the application process.**

NOTE **See reasons why we may offer a fee waiver on the intranet:**

Section 'Discounts and waivers for activity [redacted]

b Create "All - Permissions Fee Waiver Form 2022" from the Permissions Database and complete the form

c Send fee waiver form via daily report to Permissions Manager for endorsement

NOTE **In the Hokitika, Dunedin and Christchurch Service Centres the Permissions Manager passes on endorsed fee waiver form on behalf of the Permissions Advisor to Business Support Manager for approval.**

d Send fee waiver form and Permissions Manager endorsement to Business Support Manager for approval, if required

e Receive decision on fee waiver, if required

21.0 Calculate Activity and Management Fees

Permissions Advisor

a Determine activity fees using the Concession Activity Fee Price Book

NOTE **What to consider when determining fees:**
- Has a fee waiver been requested?
- Do conservation credits apply?
- Is the fee irregular or very large? If so, consider consulting the National Transaction Centre or Business Support Manager for guidance. For large or novel applications, a fee setting Task Assignment may have already been created.

Concession Activity Fee Price Book (DOC Intranet)

b Refer to the Concession Fee Assessment Request fact sheet for further information about whether to request help from NTC to set the fees

Permissions Pricing Decision Making Flow Chart - August 2017 (DOC-3137047)

c Determine activity fees using Concession Fee Activity Price Book

[redacted]

d Check fee approval pathway in Pricing Decision Making Flowchart:

Permissions Pricing Decision Making Flow Chart - August 2017 (DOC-3137047)

22.0 Confirm if a Hearing is Required (TA1)

Permissions Advisor

a Inform the Permissions Manager if a hearing is required, and follow the Run Hearing process

NOTE **A hearing is required if there are one or more submitters who wish to be heard by the Director General (or their delegate)**

b Contact the submitters and applicant to let them know that the written submissions and objections will be included in the summary report given to the Decision Maker, if no hearing is required

NOTE **Create "Notified Concession - Notice of no Hearing Letter to Applicant", complete the letter and send to the applicant, if no hearing is required**

NOTE **Use the information in the above letter to draft an email to submitters, if required**

c Send an email to the webteam for them to update the webpage with the hearing details

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CONDITIONAL Run Hearing for Notified Concession Application

Relevant Staff

23.0 Draft Submissions Report (TA1)

Permissions Advisor

a Create "Notified Concession – Objections and Submissions Summary Report" from the Permissions Database

NOTE **This report ("submissions report" in short) is used to complete the submission report for the Decision Maker.**

b Complete report draft

NOTE **Complete this report regardless of whether a hearing was held or not.**

c Pass on report for recommendations and approval onto the Permissions Manager

NOTE **If a Objections and Submissions Summary Report has been created, [redacted] the email + note in the email that this closes out TA1. Permissionssupport will acknowledge this and update their records.**

NOTE **If a hearing was held, send the draft to the Hearing Chair who will then send the approved Objections and Submissions Summary Report to the Permissions Manager.**

NOTE **If no hearing was held, the Permissions Advisor sends the Objections and Submissions Summary Report to the Permissions Manager to sign as the Director General Delegate.**

d Send the signed Objections and Submissions Summary Report to the Decision Maker for their signature to confirm their receipt of the report

NOTE **If no submissions or objections on the application were received:**
Email the Decision Maker, Permissions Manager and Permissions Support to advise them. Include the date the notification period closed, and that the full public notification process will be detailed in the DSD. Go straight to activity 27.0 to close Task Assignment 1.

24.0 Approve Submissions Report if No Hearing Was Held (TA1)

Permissions Regulatory Delivery Manager

a Provide recommendations for change of the Objections and Submissions Summary Report, if required

b Approve Objections and Submissions Summary Report draft

c Send approved draft to the Permissions Advisor

24.1 Approve Submissions Report if Hearing Was Held (TA1)

Hearing Chair

a Provide recommendations for change of the Objections and Submissions Summary Report, if required

b Approve Objections and Submissions Summary Report draft

c Send approved draft to the Permissions Advisor

25.0 Confirm Submissions Report (TA1) Is Ready For Sign-Off

Permissions Regulatory Delivery Manager

a Receive draft submissions report

b Discuss any questions about the report with the Permissions Advisor

c Confirm if the submissions report should be sent to the applicant for comment

d Confirm that the submissions report should be sent to the Decision Maker

e Advise Permissions Advisor to send the submissions report to Decision Maker

26.0 Sign Off Submissions Report (TA1)

Permissions Decision Maker

a Receive submissions report

b Discuss any questions about the submissions report with the Permissions Advisor

c Sign off the submissions report

d Inform Permissions Advisor that the submissions report has been signed off

27.0 Close Task Assignment 1 (TA1)

Permissions Advisor

a Send the submissions report

NOTE **The Permissions Manager decides whether we are sending the submissions report for information only or if we allow the applicant to have comments that then would change the report.**

b Change due date on Trello Card to align with TA3 due date or any approved time extension due date

PROCESS **Create a New ORS Spatial Location**

Permissions Advisor

CONDITIONAL **Request a New ORS Spatial Location from GIS**

Permissions Advisor

28.0 Complete Statutory Analysis and Draft Documents

Permissions Advisor

a Complete the DSD including statutory analysis and including the submission report

b Include any further information or advice received from other team members in the DSD, and chase up on any that is overdue from the task register

c Create the relevant concession contract from the Permissions Database

29.0 Manage DSD And Contract Peer Review

Permissions Advisor

a Send both the draft DSD and contract for peer review

NOTE **How a peer review works:**
- Submit documents to Team Lead for peer review
- Team Lead to find another Advisor or Senior Advisor in your team reviews the documents
- Read their comments and discuss if you are unsure of anything
- Make changes to the documents as needed

b Receive comments from peer review

c Adjust documents as per accepted comments

30.0 Get Applicant's Comments, If Required

Permissions Advisor

a Determine if applicant's comments are required

NOTE **When applicant's comments are required:**
In practice, this step is undertaken when all or part of an application is recommended to be declined (or there is not a clear recommendation to approve the application), or where the operating conditions proposed are different to what the Applicant is likely to expect. This includes if the term proposed is significantly different to what was applied for.

NOTE **Find more information about when to get applicant's comments and how to do it in the guide:**

Process for Applicant to comment on Draft Report (DOC-3000114)

b Advise Decision Maker that the Applicant should be provided an opportunity to comment

c Raise with Team Lead or Permissions Manager, if Decision Maker does not follow advice

NOTE **Failure to undertake this step could increase the risk of a successful legal challenge to a decision to decline an application (or impose a term or conditions that are not favourable to the Applicant), i.e. not seeking the Applicant's comments could expose the Department to legal and reputational risk.**

d Ensure Decision Maker has requested additional timeframe of a minimum of ten working days from the Task Assignor for the purpose of seeking Applicant comments

e Create a DSD version for comments

NOTE **What to include in the DSD version sent to the applicant for comments:**
The version should include the following sections:
o 1. Purpose
o 2. Context
o 3. Formal technical contributions (e.g. tech advisor and management planner comments)
o 4. Statutory Analysis
- section 4 analysis: Paraphrase iwi responses and delete the names/email addresses of the individuals who provided feedback
o 5. Proposed operation conditions
o 6. Applicant comments
o 7. Decision making (including recommendations)

Delete the following DOC-internal sections of the DSD:
- Task Register
- Critical Issues
- Consultation with Treaty Partners
- informal contributions (e.g. informal comments, etc.)

f Create watermarks "Draft for applicant's comments" in attached documents

g Create a pdf version for all documents to be attached h Create "Concessions - Letter Requesting Applicants comments on DSD" from the Permissions Database

i Populate letter template

j Attach DSD version for comments

k Attach draft authorisation document, if relevant

l Email letter to applicant

NOTE **The Conservation Act does not specify a timeframe in which an Applicant must provide their comments. In most situations 10 working days would be appropriate, however if an Applicant makes a reasonable request for more time then this should generally be accommodated.**

NOTE **If comments are not received, the Permissions Advisor to email Applicant and advise that since no comments have been received the Department will continue processing the application to a decision. Permissions Advisor to note in DSD that comments were requested from the Applicant but not received.**

m Copy comments as received from the Applicant to the Applicant Comments section of the DSD

n Analyse comments and add analysis to the discussion section of the DSD

NOTE **Talk to your Team Leader about whether the revised DSD needs to have a further peer review**

31.0 Prepare Documents for Decision (TA3)

Permissions Advisor

a Paste location maps into contract, if required

b Close any pending task for spatial locations

NOTE **If you have requested a new spatial location to be set up by GIS, ensure you have received and reviewed the locations/maps and that the Assyst request is closed. For more info consult the process "Request a New ORS Spatial Location".**

c Send DSD and contract to Decision Maker for their decision

d Record all time spent by task team members in Permissions database, using the guidance:

Guidance for using tasks in the Permissions Database (DOC-6409886)

NOTE **Complete Step 4 ("Analysing the application, including input from other resources, any further check-in meetings, as well as drafting the DSD and contract, peer/legal reviews, and finalising the documents for the decision maker.") of the tasking tree.**

PROCESS **Decide on Concession Application**
Permissions Advisor

Triggers & Inputs

TRIGGERS

None Noted

INPUTS

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

Process Name	Type of Link	Assigned Role
Apply for Permissions Time Extension	Process	Permissions Advisor
Concessions Statutory Information	Note	Permissions Advisor
Create a New ORS Spatial Location	Process	Permissions Advisor
Decide on Concession Application	Process	Permissions Advisor
Request a New ORS Spatial Location from GIS	Conditional	Permissions Advisor
Run Hearing for Notified Concession Application	Conditional	Relevant Staff

PROCESS LINKS FROM OTHER PROCESSES

Process Name	Type of Link	Assigned Role
Manage New Concession Application - Overview	Process	Permissions Advisor
Run Hearing for Notified Concession Application	Process	Permissions Advisor

RACI

RESPONSIBLE

Roles that perform process activities

Hearing Chair, Permissions Advisor, Permissions Decision Maker, Permissions Regulatory Delivery Manager, Permissions Team Lead , Relevant Staff

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner [redacted]

Process Expert

CONSULTED
Those whose opinions are sought

STAKEHOLDERS
Senior Permissions Advisor

STAKEHOLDERS FROM LINKED PROCESSES

Process	Owner	Expert	Process Group
Apply for Permissions Time Extension	[redacted]	[redacted]	Concessions: New Application Process Guidance
Concessions Statutory Information	[redacted]	[redacted]	Concessions: Technical Information
Create a New ORS Spatial Location	[redacted]	[redacted]	Office of Regulatory Services (ORS) Location Process Guidance
Decide on Concession Application	[redacted]	[redacted]	Concessions: New Application Process Guidance
Request a New ORS Spatial Location from GIS	[redacted]	[redacted]	Office of Regulatory Services (ORS) Location Process Guidance
Run Hearing for Notified Concession Application	[redacted]	[redacted]	Concessions: New Application Process Guidance

INFORMED
Those notified of changes

All of the above. These parties are informed via dashboard notifications.