

How to Provide an Agency Decision

May 2019

Providing an Agency Decision

Before you are able to provide an agency decision on a concurrence and referral, agencies will be required to determine whether clause assessment is accepted or rejected. You will have two working days to pre-assess and assign a concurrence case to a responsible agency offer.

See *How to Manage Pre-Assessment* for a step-by-step guide.



To view all Concurrence and Referral requests referred to your agency, you will need to be logged into the Concurrence and Referral service via the NSW Planning Portal. The link can be found here: <https://apps.planningportal.nsw.gov.au/prweb/IAC>. If you do not have a NSW Planning Portal account, see the *How to register for a planning portal account* guide.

Find the relevant concurrence and referral request

Once logged in, you will land on your agency dashboard.

- Click the **Active Work** tab on the left-hand side to view all the Concurrences and Referrals assigned to you for assessment.
- Click on the relevant Concurrence and Referral case you wish to lodge an agency decision for. by clicking the unique reference number ID.

Alternatively, you can use the advanced search feature to find the Concurrence and Referral request. See *Searching in ePlanning* for more detail.

Active work		Performance	Days Lapsed	Reference Number	Site Address	Status	Application Type
+	New	●	2	A-2823	38 Mailand Street, West Wyalong, 2671	Action required	Concurrence and Referral
⌂	Dashboard		1	A-2814	55 Linden Street, Sutherland, 2232	Decision provided	Concurrence and Referral
📁	Active work	●	4	A-2884	West Street, Stockinbingal, 2725	Additional information requested	Concurrence and Referral
📁	Completed work						
🔍	Advanced Search						
🕒	Recents						

Note: You will be automatically notified to provide an Agency decision 2 working days before the Clock expires. See *How To Interpret clocks* for a more detailed guide on performance indicators.

Biodiversity clause assessment reference numbers will begin with "CL- ". All other agency clause assessment requests will begin with system generated reference number beginning with "A-".

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Provide your agency decision

- a. After your assessment(s), provide your agency decision by selecting either:
- **Approve (with conditions):** you have approved the assessment of the clause, however, you would like to specify conditions to the approval.
 - **Approve:** you have approved the clause.
 - **Refuse:** you have refused the clause.
 - **Advice :** you have selected to advise the council with respect to application referrals, as appropriate. This option may also be used if an Agency find that they do not need to assess the concurrence and referral after the case has been auto-accepted at the expiry of the two working day preliminary assessment period. You may select Refuse and upload further commentary for Council. See *How to Manage Pre-Assessment* for a step-by-step guide.

The screenshot shows the 'Agency Concurrence and Referral' interface. The 'Agency response' form is highlighted with a red box. The form contains the following options:

- Approve (with conditions)
- Approve
- Refuse
- Advice

Below the form, there is a table of clauses:

Clause	Response	Response document	Uploaded on	Days remaining	Performance
Blank Local Environmental Plan 2011 SEPP (Clause Lancelot) 2009 Roads Act 1999 s 140 SEPP (Planning for seniors or people with disabilities) State Environmental Planning Policy (State Significant Precincts) 2009 - (c) 2014		no attachments	no attachments	1 day 15 hours ago	

Note: For unpaid Biodiversity clause assessments, you will view a notice in red advising you that a payment has not yet been made. However, you can still proceed with your agency decision without payment.

In the instance that the development application has been publicly advertised, please ensure you check whether there have been any additional public submission document uploads by council before formally submitting your agency decision via the concurrence and referral system.

Where payments have been made, Council and relevant Agencies will be automatically notified.

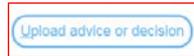
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Upload your relevant advice or supporting decision documentation

Next, upload supporting documentation to the online system.

1. Click the **Upload advice or decision** button. To facilitate Council communication with Applicants, please upload supporting reasons for agency refusal or consent in Word (editable) format as well as your PDF file equivalent.

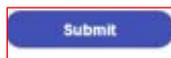


See *How to upload documents* for more detailed steps on documentation upload.

Where you have refused an application, provide the document with the reason for refusal as part of your document upload for Councils to view.

Submit your agency decision

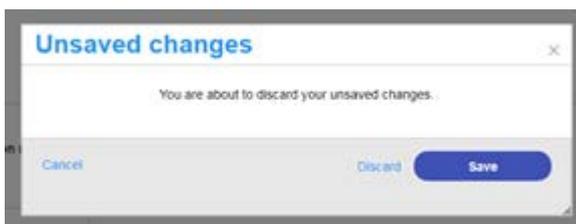
To submit your agency decision, click the **Submit** button.



The status will change to *Decision provided* which will be visible to the Council Responsible Officer to action. They will also be notified via a system generated email of your decision provided.

Note: You can click **Save and exit** to save a draft and resume later if needed.

If you have made changes without saving and you press **Cancel** a confirmation message will pop-up to confirm whether you want to discard your unsaved changes before leaving the screen:



Note: In the event you have submitted your agency decision, and you wish to provide additional information to Councils of a refusal or approval at a later stage, you must arrange for upload of this detail offline with the Council. Once you have submitted your decision, the job will no longer be active on your dashboard and you will have to use the advanced search feature to find the job. See *Searching in ePlanning* for a more detailed step-by-step guide.

The case will reappear in your **Completed Work** tab when Council lodges in their development application determination. This closes off the parent case and your child agency clause assessment case will reappear via your **Completed Work** tab view.

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Similarly, where you have changed your agency decision after submission, you will not be able to go backwards once you submit. Where there has been a change in formal decision, contact the relevant Council offline to arrange the upload of your new agency communication to the concurrence and referral case.

Next Steps

The Council Responsible Officer will be automatically notified of your submitted agency decision. From this, Council will assess and provide a development application determination.

If an Agency Responsible Officer wishes to change their agency decision, this needs to be arranged offline with Council who will then, upload the new Agency communication.

More Assistance

If you require additional assistance, please contact eplanning@planning.nsw.gov.au.