



ACT
Government

Transport Canberra
and City Services

Development Review and Coordination

GENERAL ADVISORY NOTE

GAN 05

Title: New ProjectWise lodgment process for post DA submissions

Background:

Since implementing the ProjectWise (PW) document management system in 2016, Development Review and Coordination (DRC) transitioned to electronic lodgement and assessment for post Development Applications submissions.

The lodgement process which has been initially established and used, has been now refined in consideration of feedback provided by the industry users and DRC's own experience.

The aim of this change is to clarify and simplify the lodgement process and reduce the time, required by industry users to request access to PW folders.

Advice:

Changes to the process will affect;

1. Process of requesting PW links
2. Project folder structure, and
3. Access to the submission lodgement folders.

Process of requesting PW links

The previous process required applicants to request a PW link for every submission and resubmission.

The new process

All new projects received after 6th of April 2018

The new process requires an applicant to request the creation of the PW folders structure for new projects only (i.e. 1st submission for Design Review) and allows applicants to access and lodge submissions and resubmissions to **Submission Transfer Folder** without requesting a PW link.

Once the submission has been lodged and the email notification generated by the applicant, the DRC Operational Team will move the content of the folder to the

Consultant Submission subfolder. Submissions will be saved in the order of receipt in subfolders; e.g. 1st Lodgement, 2nd Lodgement etc.

Once the consultant submission has been moved to the DRC internal folder structure, the Submission Transfer Folder will be empty and available for resubmission.

Transition of existing projects

While we are making all the effort to create Submission Transfer Folders for all existing projects, it is a time consuming task, and it may not be completed on time for you to lodge your submission.

If you do not see a Submission Transfer Folder, please request a PW link as you do currently.

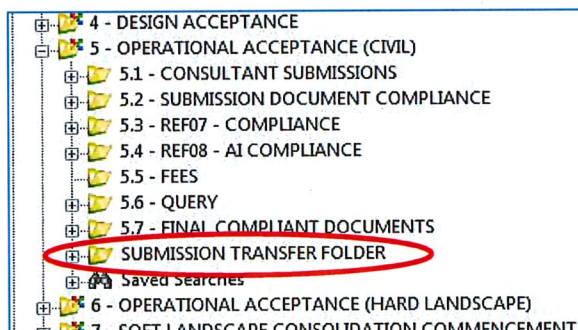
The DRC Operational Team will endeavour to update all existing PW folders as early as possible.

Project folder structure

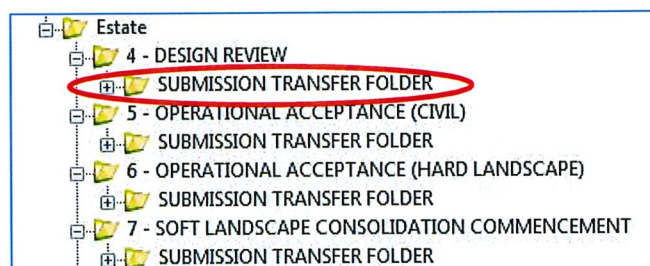
The previous process applicants were using Consultant Submission folder to lodge submissions.

The new process applicants lodge to Submission Transfer Folder under relevant stage of the project:

Existing projects: example of Submission Transfer Folder for lodgement of Operational Acceptance submission (other folders are visible but cannot be accessed by the applicant)



New projects: example of new project folder structure where only Submission Transfer Folder is visible to the applicant



Access to the submission lodgement folders

The previous process required applicant to request PW link for every submission and for every resubmission.

New process

Existing projects - once the Submission Transfer Folders have been created, an applicant can access the folder at any time to lodge a submission and to generate a notification email.

New projects – an applicant will have to request for the project structure to be created for the 1st lodgement of the Design Review submission. Once the project structure has been created, applicants will be able to access and lodge to the Submission Transfer Folder without requesting a PW link.

Administrative Arrangement

This Technical Direction will take effect from the latest date of endorsement by the Directors.

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Transport Canberra City Services

Date: 28.3.2018

Approved by:



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Date: 28/3/18