

**31
October
2023**



Geotech timeline table

Process step	What happens during this step?	How long does it take?
Step 1: Homeowner completes Flooding & Landslide Registration form	An engineer reviews the form information, along with other information council has, and does an initial triage assessment. If a property is assigned Category 1, the homeowner will be notified via email and a site assessment isn't needed. This is the end of the process for Category 1 homes, unless there is a category dispute.	3 weeks for desktop triage to be completed for landslide affected homes submitted from today.
Step 2: Site assessment is booked	During this time, a scheduler from the Recovery Office team will call the property owner to arrange a site assessment.	3 weeks from completion of desktop triage to a field engineer to be assigned and a site assessment booked. We are prioritising homeowners that are unable to live in their home, so some homeowners may experience a longer wait than this.
Step 3: Draft risk report prepared	During this time, the geotech engineer will complete the site assessment and an initial report. The report will go through an internal and external technical review.	4 to 8 weeks
Step 4: Homeowner feedback	During this time, homeowners will be invited to provide feedback on a draft risk report. They can also supply additional information to be considered for the final geotech report. The draft report will highlight any potential mitigations that may be possible to reduce the risk at the property. The draft report will not include a risk category but will include the core information needed to assign a category. The Recovery Office will provide a letter with an initial category that is not finalised. This gives homeowners an opportunity to provide feedback that may impact the category decision.	5 days (but depends on how long the homeowner needs)
Step 5: Property category approved and confirmed	During this time, the report and risk assessment are finalised and the internal council authorisations for the property category are completed. The homeowner will be contacted with their property category, and their next steps will be outlined for them. There will be an opportunity to dispute the category if you disagree with our assessment.	2 to 4 weeks This timeline may change based on what feedback the property owner has provided and any other information that has been provided to council during the review.