

**Appendix 1: Allotment Allocation Process Map**

**Business Support**

**OSAL Unit**

**Park Manager**

**Purpose:**  
To co-ordinate and manage the allotment allocation process on behalf of allotment applicants.

**Description:**  
Process of centrally managing the co-ordination, management and administration tasks associated with the allotment application process

**Key Processes:**

**Process 1: Allocation**

**Process 2: Recurring Payments**

**Process 3: Review & Inspection**

**5 Stages:**  
Stage 1: Declaration  
Stage 2: Allocation  
Stage 3: Initial processing  
Stage 4: Monitoring  
Stage 5: Review

**Ownership:**  
Process 1: Active Living and Open Spaces Manager  
Process 2: Business Support Manager  
Process 3: Parks Operational Manager.

**Documents:**  
Specific documents exist for each process and stage

