

Navigating MyDAS2

A guide for applicants

Landing page

The screenshot shows the MyDAS2 landing page. At the top, there is a navigation bar with 'HOME' and 'APPLICATIONS' buttons. A '3' callout points to the 'APPLICATIONS' button. On the right, there is a user profile icon and a '4' callout. The main content area has a blue header with 'Queensland Government' and 'Welcome to MyDAS2'. Below this is a table with three columns: 'Development Assessment', 'Referral', and 'Post Approval'. A '1' callout points to the 'I want to...' section. Below the table is a 'My tasks' section with a search bar and a table of tasks. A '2' callout points to the 'My tasks' section.

| Development Assessment | Referral | Post Approval |
|--|--|--|
| Prepare development application I want to prepare a development application to give to an assessment manager (e.g. Council or SARA) | Refer application I want to refer my application to SARA NOT including 'other' change applications (Note: this does not include other change applications - see post approval actions) | Change (minor and other change) or extend an approval I want to make an application to change (minor or other change) or extend a development approval (Note: this does not include changes to current applications - see related actions under the application) |
| Pre-lodgement advice I am seeking pre-lodgement advice from SARA | Pre-referral response I want a pre-referral response from SARA | |

| Task name | Assigned to |
|----------------------|---------------------|
| <input type="text"/> | Rufus and Mojo Mojo |

| Task | Date created | Assigned to |
|--|--------------|---|
| Finalise application materials 2212-8360 QDA | 22/12/2022 | Rufus and Mojo Mojo |
| Enter billing details 2008-7919 SER | 11/08/2020 | CaseOfficer_BrisbaneRegion_1; Rufus and Mojo Mojo |
| Update profile | 24/04/2020 | Rufus and Mojo Mojo |

1. I want to ...

This section shows the different actions you can carry out in MyDAS2. When you click on an action, MyDAS2 will provide you with some further details about your selection.

2. My tasks

When you click on a task name the task will open in the current window. You can then choose whether to accept and then either action the task or close the task for completion at another time. (Right click on the task name if you would like to open the task in a different tab or window).

3. My applications

Click on an application reference to open the **'Summary dashboard'** for the application. As with tasks, right clicking on the application link will allow you to open the application in a different tab or window.

4. User profile

Access your user **'profile'** or **'sign out'** from MyDAS2.

Summary dashboard

When you open an application in MyDAS2 you will see the **Summary Dashboard**.

1706-5528 SDA - Assessment

MANAGE DOCUMENTS | MANAGE NOTES | HELP

1 Summary | Location Details | Interested Parties | Financial Details | Triggers | Timeframes | Related Actions

2 Preparation | Lodgement | Assessment | Finalised

Application summary

| | |
|---|--|
| Applicant name Mr Aquaculture 34 | Site address JackeyJackey Street, South Mission Beach |
| Nature of development MCU | Region Far North |
| Current status Decision | Case officer CaseOfficer _FarNorthQLD_1 |
| Statutory due date 8 August 2017 | DILGP (SARA) role Assessment manager |
| | Financial status Payment advised |

Active tasks

REFRESH

| Task name | Task sent to | Accepted by |
|--------------------|--------------|-------------|
| No items available | | |

Key dates and information

| Key dates | | Key information |
|--------------------|--------------|---------------------|
| Type | Date | Fast track triggers |
| Properly made date | 20 June 2017 | |
| Lodgement date | 20 June 2017 | |

Development details

| Nature of development | Approval type | Level of assessment |
|------------------------|--------------------|---------------------|
| Material change of use | Development permit | Code assessment |

Development description
Aquaculture

1. Dashboards links

Navigate to other dashboards from the top of the screen. Click on the dashboard name to navigate to the relevant dashboard.

2. Breadcrumbs

The breadcrumbs show the progress of the application in MyDAS2. '**Lodgement**' means that you have given the application to SARA and it is waiting to be validated before progressing into the '**Assessment**' phase.

3. Active tasks

As well as your MyDAS2 landing page, you can also action your tasks from this screen. If the application is not yet finalised and no tasks are visible, it means that the next action is with SARA to carry out.

4. Shortcut buttons

Shortcut buttons to three '**related actions**' are at the top of this dashboard: Manage Documents, Manage Notes and Help. You can also open these actions from the '**Related actions dashboard**'.

Location details

1706-5125 SRA - Lodgement

Summary **Location Details** Interested Parties Triggers Timeframes Case History Related Actions

Application summary
Applicant name Mr External Applicant REG66

Location details

| Lot and plan | Address | LGA | Map | Adjacent or adjoining the site |
|--------------|------------------------------|----------------------|--------------------------|--------------------------------|
| 25P287412 | Bongaree Avenue, Bongaree | Moreton Bay Regional | View Map | × |
| 25P289560 | 19 Bongaree Avenue, Bongaree | Moreton Bay Regional | View Map | × |

[GIS Report](#)

Coordinates

| Lot and plan | Datum | Coordinate type | Longitude / easting | Latitude / northing | Zone reference |
|--------------------|-------|-----------------|---------------------|---------------------|----------------|
| No items available | | | | | |

1. Site address

The site address is visible on all dashboards. MyDAS2 will display the [...] symbol if there are multiple street addresses for the development site.

2. Location details

MyDAS2 provides a PDF report showing the mapped state interest layers that were applicable at the time you prepared the application. Clicking the 'View map' link will take you directly to the DA mapping system.

3. Coordinates

Coordinates will only display if you provided these details during the preparation step.

Interested parties

1706-5387 SRA - Assessment

Summary Location Details **Interested Parties** Financial Details Triggers Timeframes Related Actions

Application summary 4

| | |
|---|---|
| Applicant name Viv Reid | Site address 2 Martel, Cloncurry |
| Application contact details 5 | |
| Email jaya_webb@mail.com | Contact number 07 1122 3344 |
| Name Dr Jaya Webb | Mobile number |
| Applicant reference VR170615 | Fax number |
| Postal address | |
| Address line 1 Brisbane House | State QLD |
| Address line 2 | Postcode 4000 |
| Suburb Brisbane | Country Australia |

4. Interested parties dashboard

This dashboard displays the information provided during the preparation step.

5. Application contact details

If you are preparing an application in MyDAS2 on behalf of the applicant, your contact details will display here.

Financial details

1706-5387 SRA - Assessment

Summary Location Details Interested Parties **Financial Details** Triggers Timeframes Related Actions

Application summary

Applicant name Viv Reid Site address 2 Martel, Cloncurry

1 Financial status

Total fees amount \$3,130.00 Financial status Payment advised
Amount reconciled \$0.00
Amount owing \$3,130.00

Pay items

These are the payment items which have been included in your application.

| Trigger | Pay item | Description | Quantity | Discount | Amount |
|--------------|----------|--|----------|----------|------------|
| 10.3.4.3.1 | 8(a) | (a) if the material change of use- (i) does not involve reconfiguring a lot, or involves reconfiguring a lot that is the subdivision of 1 lot into 2 or rearranging the boundaries of a lot; and (ii) is on premises that does not include an endangered regional ecosystem, of concern regional ecosystem or essential habitat for protected wildlife | 1 | N/A | \$3,130.00 |
| 10.8.2.3.1.1 | 5(b) | (b) if the development is building work, or operational work, relating to premises comprising at least 1 dwelling but not more than 4 dwellings | 1 | N/A | \$0.00 |

Total amount : \$3,130.00

2 Third party biller details

Notice to pay sent to third party Name of third party C Spring & V Reid
Third party email address chris_spring@mail.com Email sent 16 June 2017, 9:37 pm

3 Non-profit concession details

Non-profit concession Name of non-profit organisation
ABN

Government-funded community development

Government funded community development State or Commonwealth funding body

1. Financial status

This section displays the current details of fees paid for the application. When the correct payment is reconciled the amount owing will show \$0.00 and the status will update to **'Payment settled'**.

2. Third-party biller details

During preparation the applicant (or their representative) can nominate a third-party email address to whom MyDAS2 will send a copy of the **'Notice to Pay'**. A red cross will display if a third party was not nominated.

3. Fee concessions

These sections will populate if a fee concession was identified during preparation under the Planning Regulation 2017.

Triggers

1706-5771 SRA - Assessment

Summary Location Details Interested Parties Financial Details **Triggers** Timeframes Related Actions

Application summary

Applicant name Miss Applicant Four **Site address** 82-94 Cinderella Street, Machans Beach

Triggers

1 **Assessment triggers**

| Trigger | Description | Category | Assessment manager |
|--------------------|-------------|----------|--------------------|
| No items available | | | |

2 **Referral triggers**

| Trigger | Description | Category | Referral agency |
|-----------|---|---|-----------------|
| 9.3.1.1.1 | Development application for building work that is assessable development under section 1, if the building work is on premises completely or partly seaward of a coastal building line under the Coastal Act | Premises seaward of coastal building line | DILGP (SARA) |

1. Assessment triggers

For a development application being prepared in MyDAS2 for lodgement with the assessment manager, any applicable items under Schedule 8 of the Planning Regulation 2017 will display in this section.

2. Referral triggers

Items under Schedules 9 and 10 of the Planning Regulation 2017 that apply to the application will display in this section.

Timeframes

1706-5387 SRA - Assessment

Summary Location Details Interested Parties Financial Details Triggers **Timeframes** Related Actions

Application summary

Applicant name Viv Reid Site address 2 Martel, Cloncurry

1 **2**

3

| Stage | Start date | Period | Owner | Original due date | Current due date | End date | Status |
|------------|--------------|--------------------------|-------|-------------------|------------------|--------------|----------------|
| Lodgement | 19 June 2017 | Confirmation | DILGP | 23 June 2017 | 23 June 2017 | 16 June 2017 | Not applicable |
| Assessment | 19 June 2017 | Referral assessment (IR) | DILGP | 30 June 2017 | 30 June 2017 | | Active |

3

Extensions are denoted in business days and the extended due date will be reflected in the appropriate timeframe only when approved.

| Requestor | Period | Original due date | Extended due date | Status |
|--------------------|--------|-------------------|-------------------|--------|
| No items available | | | | |

3

| Request reason | Period name | Notice received date | End date | Notice withdrawn date | Duration |
|--------------------|-------------|----------------------|----------|-----------------------|----------|
| No items available | | | | | |

1. Statutory timeframes

The timeframes displayed are dynamic and will populate once a potential period under the Development Assessment (DA) Rules becomes relevant for the development application.

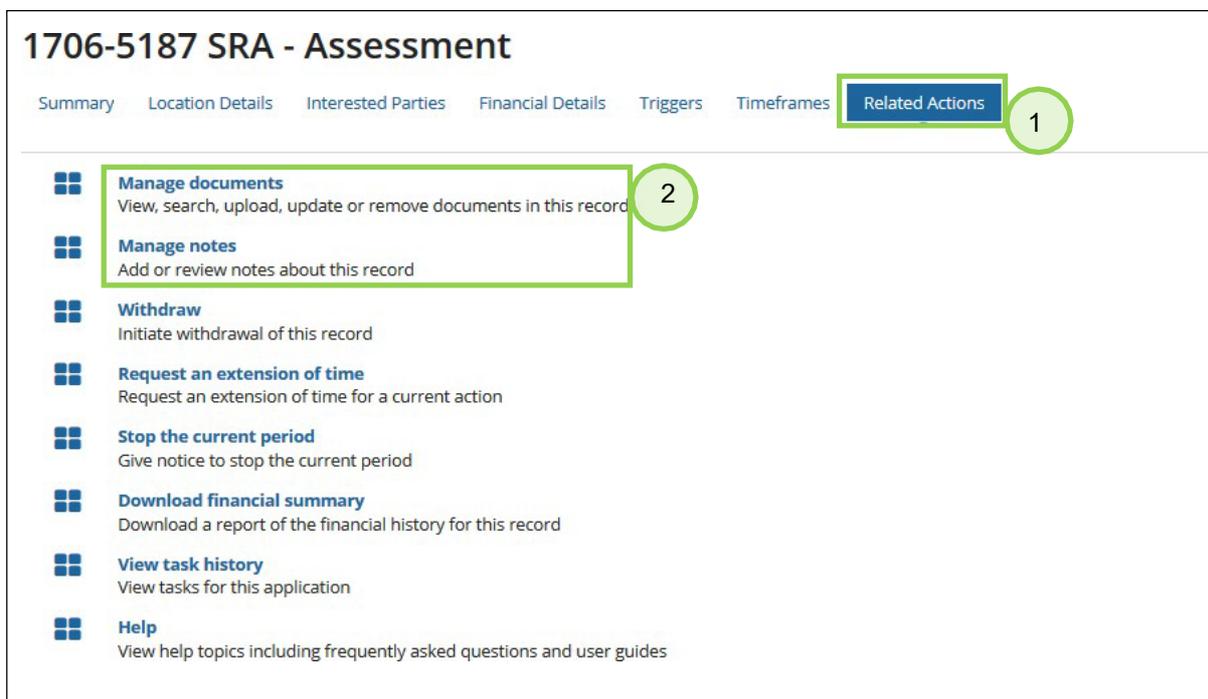
2. Status

Most periods under the DA Rules do not start until the day after an action has been taken. Some periods may be displayed but may not end up being activated. To accommodate the possible options, a timeframe may be identified as **future**, **active**, **past** or **not applicable**.

3. Other timeframe events

These sections will only populate if a timeframe event applies to the application.

Related actions



1706-5187 SRA - Assessment

Summary Location Details Interested Parties Financial Details Triggers Timeframes **Related Actions** 1

- Manage documents**
View, search, upload, update or remove documents in this record 2
- Manage notes**
Add or review notes about this record
- Withdraw**
Initiate withdrawal of this record
- Request an extension of time**
Request an extension of time for a current action
- Stop the current period**
Give notice to stop the current period
- Download financial summary**
Download a report of the financial history for this record
- View task history**
View tasks for this application
- Help**
View help topics including frequently asked questions and user guides

1. Related actions

The items on this dashboard allow you to carry out actions that fall outside the ordinary flow of the assessment process. The list of related applications will change depending on the type of application and where it is up to in the assessment process.

2. Managing documents and notes

Further details on **Manage documents** and **Manage notes** are provided on the following pages.

Note:

A task will be added to your **'active task'** list on the summary dashboard whenever you click on a 'related action'. These tasks will remain active until you choose to complete or close them using the buttons at the bottom of the task screen (rather than clicking away from them to another tab or window).

Related actions – Manage documents

1706-5190 SRA - Assessment

Summary Location Details Interested Parties Financial Details Triggers Timeframes **Related Actions**

Manage documents 1706-5190 SRA

1 **Search documents**

Select folder(s) to view: Application documents

Search word or words:

Enter a filename or document name to search

CLEAR FILTER

2 **Documents**

| <input type="checkbox"/> | Document name | Filename | Uploaded date | Folder | |
|--------------------------|--|--|----------------------|-----------------------|------------|
| <input type="checkbox"/> | Application summary report for 1706-5190 | 1706-5190_application summary_8 June 2017, 9.05 pm | 8 June 2017, 9.05 pm | Application documents | Properties |
| <input type="checkbox"/> | DAQ form 1 | DAQ form 1.docx | 8 June 2017, 9.03 pm | Application documents | Properties |
| <input type="checkbox"/> | Planning report | Planning report.docx | 8 June 2017, 9.03 pm | Application documents | Properties |
| <input type="checkbox"/> | Referral confirmation notice | Referral confirmation notice.docx | 8 June 2017, 9.03 pm | Application documents | Properties |
| <input type="checkbox"/> | Lot plan report | Lot plan report | 8 June 2017, 9.02 pm | Application documents | Properties |

5 items

3 **ZIP AND DOWNLOAD**

4 **UPLOAD**

DELETED UPLOAD NEW VERSION

1. Search documents

You can look for documents by filtering on folder(s) or searching key words. Documents are saved into one of three folders: 'Application documents', 'Further documentation' and 'Notices sent'.

2. Downloading documents

You can select one or more documents to download. To download a single document you will need to click the filename. To select all visible files click the checkbox next to **Document name**. The **zip and download** button will display when more than one document is selected.

3. Zip and download

On clicking the **zip and download** button, MyDAS2 will generate a zip file containing the documents you have selected. When the zipping process is complete, MyDAS2 will pop-up a task called '**Downloading zipped documents**'. This provides a link to the zip file – make sure you download the file at this time because the zip file is not saved in MyDAS2 and cannot be retrieved once you close the pop-up task.

4. Uploading documents

You will upload most documents as part of an '**active task**' in the preparation and assessment process, such as if you need to complete a 'Provide further information' task. However, if you find that you need to upload extra material you can do this using the **Upload** button on this screen.

Note:

'**Drag and drop**' functionality is available for uploading documents in MyDAS2.

Related actions – Manage notes

Manage notes allows you to view or add notes for the application.

1705-4928 SDA - Lodgement

Summary Location Details Interested Parties Triggers Timeframes Case History Related Actions

SAVE DRAFT

Add note 1705-4928 SDA

Details 1

*Visibility Public

Select the note visibility level (i.e. public, organisational and personal).

*Category Assessment 2

Select the filing category for the note.

*Note date 25/05/2017 14:37

Enter the date and time of note event.

*Note

Characters remaining 500/500

CANCEL SUBMIT

Disclaimer All notes are subjected to 'Right to Information' and other legal processes. As such your, 'organisational' and 'personal' notes can be made available to meet legal requirements.

1. Visibility

Notes can be viewed by different parties working on the application in MyDAS2. Viewing rights can be assigned to the notes as follows:

- **All** – you and SARA officers working on the application can see these notes
- **Personal** – just you.

2. Category

Notes can be categorised for ease of searching, e.g. **General, Internal consultation, Meeting.**