

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' links. A green circle with the number '3' highlights the 'APPLICATIONS' link. On the right, a green circle with the number '4' highlights a user profile icon. The main content area has a blue header with 'Queensland Government' and a 'Welcome to MyDAS2' message. Below this, a green circle with the number '1' highlights a section titled 'I want to...'. This section contains three columns: 'Development Assessment', 'Referral', and 'Post Approval'. Each column has a link and a description. A green circle with the number '2' highlights a section titled 'My tasks'. This section has a search bar for 'Task name' and a table of tasks assigned to '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

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

4 MANAGE DOCUMENTS | MANAGE NOTES | HELP

2 Preparation | Lodgement | Assessment | Finalised

Application summary

Applicant name Mr Aquaculture 34	Site address Jackey Jackey 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

3 REFRESH

Task name	Task sent to	Accepted by
No items available		

Key dates and information

Key dates

Type	Date
Properly made date	20 June 2017
Lodgement date	20 June 2017

Key information

Fast track triggers

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 nameMr External Applicant REG66

1

Site addressBongaree Avenue, Bongaree [...]

Location details

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

2

GIS Report

Coordinates

Lot and plan	Datum	Coordinate type	Longitude / easting	Latitude / northing	Zone reference
3 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

Applicant name

Viv Reid

Site address

2 Martel, Cloncurry

Application contact details

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

1. Interested parties' dashboard

This dashboard displays the information provided during the preparation step.

2. Application contact details

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

Page 4 of 10

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

Financial status

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

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

Third party biller details

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

Non-profit concession details

Non-profit concession
ABN
Name of non-profit organisation

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

Statutory timeframes

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

Extension requests

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

Stopping and restarting events

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](#)

Manage documents

View, search, upload, update or remove documents in this record

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

The screenshot shows the 'Manage documents 1706-5190 SRA' interface. At the top, there are tabs for 'Summary', 'Location Details', 'Interested Parties', 'Financial Details', 'Triggers', 'Timeframes', and 'Related Actions'. The 'Related Actions' tab is selected.

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

☐	Document name	Filename	Uploaded date	Folder	
☐	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
☐	DAQ form 1	DAQ form 1.docx	8 June 2017, 9.03 pm	Application documents	Properties
☐	Planning report	Planning report.docx	8 June 2017, 9.03 pm	Application documents	Properties
☐	Referral confirmation notice	Referral confirmation notice.docx	8 June 2017, 9.03 pm	Application documents	Properties
☐	Lot plan report	Lot plan report	8 June 2017, 9.02 pm	Application documents	Properties

5 items

3 DELETE UPLOAD NEW VERSION ZIP AND DOWNLOAD

4 UPLOAD

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

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.

CANCEL SUBMIT

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**.