Smart eDA

User guide for referral agencies

This user guide provides an overview of the Smart eDA system under the Integrated Development Assessment System.
Overview

Smart eDA for development assessment

Smart eDA is an online service that supports the preparation, lodgement and processing of development applications.

Smart eDA provides the workflow to guide applicants through the assessment process itself by bringing together multiple sources of information and the relevant assessing authorities for processing development applications.

It is a single access point for applicants across the state and is available for use 24 hours a day, seven days a week.

Smart eDA, through Growth Management Queensland, represents a strong and effective collaboration with councils to get the right services in the right place at the right time.

The development assessment process in Queensland is governed by the Integrated Development Assessment System (IDAS) under the Sustainable Planning Act 2009 (SPA).

For a further understanding of the IDAS process please refer to the Department of Local Government and Planning website www.dlgp.qld.gov.au/development-applications/development-application-process.html

Services provided by Smart eDA

Through Smart eDA applicants can:

1. prepare IDAS application forms online
2. identify state referral agencies required
3. pay fees electronically
4. lodge development applications electronically
5. refer development applications electronically (providing they have been lodged through Smart eDA)
6. manage IDAS tasks
7. communicate electronically with relevant stakeholders and authorities from lodgement through to decision.

Refer application

After the assessment manager has accepted the application as ‘properly made’ and the applicant has read and confirmed the acknowledgement notice task, the applicant refers the application to the appropriate referral agency (if a referral is required).

The applicant will receive a ‘review development application’ task for each referral agency selected. The referral agency will automatically get access to all forms and documents the applicant has uploaded to Smart eDA for this application.
Referral acceptance

To review the application, click on the ‘new tab’ and then select the application.

This will take you to the summary page.
1. Reference number—applicant, assessment manager and the referral agency can add their own reference numbers. Click on ‘supply’, delete the previous reference number and enter in your reference number. You can review all reference numbers supplied by clicking on ‘show all reference numbers’.

2. Add description—applicant, assessment manager and the referral agency can add extra information to help identify the application, such as, type of application, reference numbers. This description can only be seen by those within the organisation.

3. Other information—all of the uploaded documents can be viewed and downloaded into a zip file.

4. Raise information request—this will send a task to the applicant with a cc to the assessment manager.
5. Extend time period— the referral agency can request to extend the information request period, further extend information request period, extend assessment period and further extend assessment period.

6. Give amended agency response—allows the referral agency to amend the response, add an attachment and send a comment.

7. Send communication—applicant, assessment manager and the referral agency can send messages to each other. The message sent to the recipient can be viewed under the task list on the summary page as ‘view communication’. After the communication has been viewed, the recipient has the option to either send a reply or remove it from the task list. This communication can also be viewed by clicking on the ‘history’ tab, located on the summary page.

8. Send missed referral notice—applicant, assessment manager and the referral agency can send a missed referral notice to either party. The ‘view missed referral notice’ will appear on the summary page under tasks. The task can be viewed and actioned by clicking on the highlighted task. This will then ask you to acknowledge the referral. The ‘view missed referral notice’ can be viewed again on the ‘history’ tab located on the right hand side of the summary page.

9. Assign application—the referral agency can assign the application to an office or a user

10. Retire application—once the application has been completed and no further action is required by the referral agency, the application can be retired by selecting the retired tab. The application can still be viewed by selecting the ‘application’ tab on the top left corner of the summary page and then select ‘retired applications’. If further changes are required, the application will move from ‘retired applications’ back to the ‘active’ tab.
11. Private note—summary of all private notes pertaining to each section of the application. These notes are an electronic post-it note and can only be created and viewed by the users within a registered organisation.

12. Tasks—the mandatory tasks required to be actioned by the referral agency will be highlighted in blue. This will also show all the tasks requiring action by the applicant and the assessment manager.

13. Overview—this page displays the location and the interested parties (the applicant and assessment manager).

14. IDAS forms—those completed by the applicant can be viewed and downloaded.

15. Other information—this is where supporting documentation will be uploaded.
16. History—a list of all actions, tasks and communications from the applicant, referral agency and assessment manager can be viewed, downloaded and printed.

17. Payments—this will show all the monetary transactions between the applicant, the referral agency and the assessment manager. A copy of the receipt can be viewed and printed from this tab.

Further information

Please visit www.dlgp.qld.gov.au/development-applications or contact the Smart eDA Help Desk on 07 3405 6167.