

DAP Homepage and Dashboards Assessments

For referral bodies

The DAP Homepage provides:

- Easy to navigate homepage and dashboards to find application and consent assessment information.
- Ability to quickly identify pending actions and due dates.
- Provides options for users to create and save favourite filter searches.

For feedback and support contact PlanSA@sa.gov.au

Homepage

Search Functionality

Ability to search all applications where my organisation is a relevant referral body for a consent.

My Tasks

Shows tasks triggered through initiating an application required action e.g. request for information, respond to variation request or a consent required action, e.g. satisfy clearance requirements, consolidate public consultation documents.

Included, is a toggle ability to switch between viewing tasks 'assigned to me only' and the following, based on your organisation:

- Assigned to my Council
- Assigned to my RAP and Council
- Assigned to my ACP (accredited professionals)
- Assigned to my SPC

My Referrals

Shows the user-allocated application consents awaiting verification, under assessment, awaiting precursor consents and in-progress development approvals.

Dashboards

Referrals

Toggle between internal and external referrals related to a consent including filtering by a response date range, responded and pending.

Request for Information (RFI)

Shows requests for information sent by an assessor (within the organisation) and externally by a referral body (includes council when a referral body).

HOMEPAGE NAVIGATION

Key Features

HOMEPAGE KEY FEATURES

- Access** and toggle between the DAP Classic homepage and new DAP homepage by selecting the **9 Dot** menu button.
- Search** is performed across referrals with my referral body and accepts:
 - Application ID
 - Certificate of Title reference CT 6297/43
 A **space** must be between the CT and start of the folio number.
 - Plan Parcel e.g. D432AL48 (no spaces)
 - Development application number (land divisions only) e.g. 020/C573/25
 - keywords found in the contacts name (i.e. applicant, primary or owner), location and nature of development.
- Name** of the user logged in.
- Dashboards** available to my referral body, includes Referrals (requests and responded) and Request for Information.

The screenshot shows the DAP homepage interface with the following elements and callouts:

- Callout 1:** Points to the '9 Dot' menu button in the top right corner, which opens a dropdown menu with options: 'Process HQ', 'DA Toolkit', and 'DAP Classic'.
- Callout 2:** Points to the search bar labeled 'Search all applic...' in the top right.
- Callout 3:** Points to the personalized greeting 'Hello CommsHighway RefAgency!' in the main header banner.
- Callout 4:** Points to the 'REFERRALS' button in the left-hand navigation menu.

The main content area includes a 'MY TASKS' section with filters for 'Assigned to me only' and 'Assigned to my Referral Body', a search bar, and dropdown menus for 'REQUESTING AUTHORITY' and 'TASK NAME'. Below this is a table of tasks:

Application ID	Location	Requesting Authority	Response Type	Task Name	Task Assigned To	Task Days Remaining
23000350	120 THE PARADE NORWOOD SA 5067	City of Norwood, Payneham and St. Peters	Schedule 9 (3)(21) Advertising Near Signalised Intersections Overlay	Review Expired RFI	CommsHighway RefAgency	

HOMEPAGE NAVIGATION

My Tasks – Assigned to me only

MY TASKS

Assigned to me only

7. MY TASKS

Assigned to me only shows all active tasks associated with the referral request, with me as the allocated assessor.

Filter the tasks by:

- Requesting authority
- Response type, or
- Task Name.

Toggle between **Assigned to me only** or **Assigned to my Referral Body**

TIPS & TRICKS

- Use the sort arrows in the column heading to easily find common tasks or dates i.e. Sort by **Task Days Remaining**.
- Filter by **Task Name**.
- The **Search** field searches across the Application ID, Location, requesting authority and task name.

REFERRALS

REQUEST FOR INFORMATION

PlanSA Release Notes

7 MY TASKS

MY REFERRALS

Assigned to me only Assigned to my Referral Body

Q Search SEARCH REQUESTING AUTHORITY | Any

RESPONSE TYPE | Any TASK NAME | Any

Application ID	Location	Requesting Authority	Response Type	Task Name	Task Assigned To	Task Days Remaining
23000350	120 THE PARADE NORWOOD SA 5067	City of Norwood, Payneham and St. Peters	Schedule 9 (3)(21) Advertising Near Signalised Intersections Overlay	Review Expired RFI	COM CommsHighway RefAgency	

HOMEPAGE NAVIGATION
My Tasks – Assigned to my referral body

MY TASKS

Assigned to my referral body

7. MY TASKS

Assigned to my referral body shows referral request associated tasks requiring an action to complete.

TIPS & TRICKS

- Use the sort arrows in the column heading to find common tasks or dates , e.g. Sort by **Task Days Remaining**.
- The **Search** field searches across the Application ID, Location, requesting authority and task name.
- Filter by **Task assigned to** view a list of tasks with a specific user or users (multi selection is allowed).
- Filter by **Task Name** (multi selection is allowed).

7 **MY TASKS** **MY REFERRALS**

Commissioner of Highways

Hello CommsHighway RefAgency !

REFERRALS

REQUEST FOR INFORMATION

PlanSA Release Notes

Assigned to me only Assigned to my Referral Body

Search SEARCH REQUESTING AUTHORITY | Any RESPONSE TYPE | Any

TASK NAME | Any TASK ASSIGNED TO | Any

Application ID	Location	Requesting Authority	Response Type	Task Name	Task Assigned To	Task Days Remaining
25002458	162 THE PARADE NORWOOD SA 5067	City of Norwood, Payneham and St. Peters	Schedule 9 (3)(21) Advertising Near Signalised Intersections Overlay	Respond to Referral		(15 Days)

Today, viewing tasks for your action

The **FOR YOUR ACTION** tab is where you go to view assigned referral requests and the requests associated tasks (e.g. respond to referral). Going forward in the DAP dashboards, the referral requests and related action tasks are viewed from your **MY TASKS** and **MY REFERRALS**.

FOR YOUR ACTION (124) ASSESSMENT IN PROGRESS (166) WAITING (35) UPCOMING (0) COMPLETED (1089)

For your action

Assigned to me only

HOMEPAGE NAVIGATION
My Referrals – Assigned to me

MY APPLICATIONS

Hello CommsHighway RefAgency !

Commissioner of Highways

REFERRALS

REQUEST FOR INFORMATION

PlanSA Release Notes

MY TASKS

8

MY REFERRALS

MY FILTERS Referral - Future Road Widening Referrals - Minister for Planning

Search

SEARCH

REQUESTING AUTHORITY | Any

RESPONSE TYPE | Schedule 9 (3)(4) Future Rc ...

Filter Refresh

Application ID	Development Number	Location	Nature of Development	Consent Type	Consent Status	Requesting Authority	Response Type	Requested Date	Due Date	Days Remaining
22000034		118-120 KING WILLIAM ST ADELAIDE SA 5000	New housing - Dwelling alteration or addition - Shed - Planning & Building Consent Created By Reg... more	PC	Awaiting Further Information	City of Adelaide	Schedule 9 (3)(4) Future Road Widening Overlay	21/1/2022	21/2/2022	Hold

8. **MY REFERRALS** shows the logged in user's allocated and active referral requests.

TIPS & TRICKS

- Use the sort arrows in the column heading to easily find common tasks or dates i.e. Sort by **Due Date**.
- The **Search** field searches across the Application ID, Development Number (associated with land divisions), Location, nature of development, requesting authority and response type.
- Ability to save favourite **Response Type** filters, useful when your referral body has multiple types.

Today, viewing my in-progress referral requests

The applications with referral requests assigned to you, are tracked through the tabs **Assessment in Progress** and **Waiting**. Going forward, these consents are view from your **MY REFERRALS** view.

FOR YOUR ACTION (115)

ASSESSMENT IN PROGRESS (67)

WAITING (33)

UPCOMING (13)

COMPLETED (152)

Assessment in progress

Assigned to me only

CURRENT VS NEW

Tracking and management of referral requests

CURRENT

Homepage

NEW

Homepage

Development application processing

[Advanced Search](#)
[Help](#)


Hello CommsHighway RefAgency! Commissioner of Highways

REFERRALS

REQUEST FOR INFORMATION

[PlanSA Release Notes](#)

MY TASKS

MY REFERRALS

Assigned to me only Assigned to my Referral Body

Q Search SEARCH REQUESTING AUTHORITY | Any

RESPONSE TYPE | Any TASK NAME | Any

Application ID	Location	Requesting Authority	Response Type	Task Name	Task Assigned To	Task Days Remaining
23000350	120 THE PARADE NORWOOD SA 5067	City of Norwood, Payneham and St. Peters	Schedule 9 (3)(21) Advertising Near Signalised Intersections Overlay	Review Expired RFI	CommsHighway RefAgency	

REFERRAL REQUESTS | RESPONDED REFERRALS

MY FILTERS In-Progress

SEARCH REFERRAL ALLOCATED TO | Any RESPONSE TYPE | Any

CONSENT STATUS | Any REQUESTING AUTHORITY | Any DUE DATE | Any -Any

Application ID	Development Number	Location	Nature of Development	Consent Type	Consent Status	Requesting Authority	Response Type	Referral Type	Comments	Referral Allocated To	Referral Status	Due Date	Response Due	Action	Referral Days Remaining	
24001304	155/C426/24	136 THE PARADE NORWOOD SA 5067	RFI USAGE - RC	PC	Awaiting Further Information	City of Norwood, Payneham and St. Peters	Schedule 9 (3) (8) Tunnel Protection Overlay	Direction	RFI TEST	CommsHighway RefAgency	Awaiting further info	6/6/2024	19/7/2024	further info	Hold	
24001190	77 SOUTH TCE ADELAIDE SA 5000	77 SOUTH TCE ADELAIDE SA 5000	Regression Test Plan 1 b Building Consent - Demolition	PC	Awaiting Further Information	City of Adelaide	Schedule 9 (3) (4) Future Road Widening Overlay	Direction	Regression Testing 1B - External Referrals	Deactivate Reactivate	Expired	4/6/2024	3/7/2024	Awaiting further info	Respond to Referral	Hold
24000810	155/C416/24	16 THE PARADE NORWOOD SA 5067	DP3 4468 4	PC	Awaiting Further Information	City of Norwood, Payneham and St. Peters	Schedule 9 (3) (4) Future Road Widening Overlay	Direction	Testing RFI emails and expiry	CommsHighway RefAgency	In progress	19/6/2024	17/7/2024	Awaiting further info	Respond to Referral	Hold

FOR YOUR ACTION (124) ASSESSMENT IN PROGRESS (166) WAITING (35) **UPCOMING (0)** COMPLETED (1089)

For your action

Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; font-size: 24px; color: orange;">1</div> <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; font-size: 24px; color: orange;">2</div> </div>							

1

Upcoming REFERRALS dashboard – Filter by Referral status ‘distributed’ to view list of referral requests awaiting a response.

2

Completed RESPONDED REFERRALS - Shows responded referrals and the request response, for example – No comment, Do not support, No Objection with comments and direct refusal (not applicable for ‘advice’ referrals).

KEY FEATURES

Save a filter

KEY FEATURES

Save a Filter

The ability to create and save a filter is available in all dashboards.

There is no limit to the number of filters you can create. However, the more filters you save may impact the dashboard download speed.

1. Open the required **dashboard** e.g., MY REFERRALS.
2. Filter the tabled information using the **Requesting authority** and/or **Response type** filters.
3. Click **Manage Filters**.
4. Click **Save filters as ...**
5. The **Save Filters** window shows. Provide a name for the filter, set as default (as applicable) and SAVE.
6. The **MY FILTERS** shows with the filter/s saved.

To turn off the filter, click on the filter name, and the table will show all applications.

MY TASKS | **MY REFERRALS**

Search [] SEARCH REQUESTING AUTHORITY | Any RESPONSE TYPE | Schedule 9 (3)(4) Future Roa ...

Application ID	Development Number	Location	Nature of Development	Consent Type	Consent Status	Requesting Authority	Response Type	Requested Date	Clear filters	Save filters as...	Hold
24000810	155/C416/24	16 THE PARADE NORWOOD SA 5067	DP3 4468 4	PC	Awaiting Further Information	City of Norwood, Payneham and St. Peters	Schedule 9 (3)(4) Future Road Widening Overlay	19/6/2024	17/7/2024	Hold	

Save Filters

Name* [Referral - Future Road Widening 31/50]

Set as default

Response Type = Schedule 9 (3)(4) Future Road Widening Overlay

[CANCEL] [SAVE]

MY TASKS | **MY REFERRALS**

MY FILTERS [Referral - Future Road Widening]

Search [] SEARCH REQUESTING AUTHORITY | Any RESPONSE TYPE | Schedule 9 (3)(4) Future Roa ...

Application ID	Development Number	Location	Nature of Development	Consent Type	Consent Status	Requesting Authority	Response Type	Requested Date	Due Date	Days Remaining
24000810	155/C416/24	16 THE PARADE NORWOOD SA 5067	DP3 4468 4	PC	Awaiting Further Information	City of Norwood, Payneham and St. Peters	Schedule 9 (3)(4) Future Road Widening Overlay	19/6/2024	17/7/2024	Hold
22000034		118-120 KING WILLIAM ST ADELAIDE SA 5000	New housing - Dwelling alteration or addition - Shed - Planning & Building Consent Created By Reg... more	PC	Awaiting Further Information	City of Adelaide	Schedule 9 (3)(4) Future Road Widening Overlay	21/1/2022	21/2/2022	Hold

KEY FEATURES

Manage my filters

OVERVIEW

MY FILTERS shows the filters you have created for the dashboard.

If you have created a dashboard 'default' filter each time the dashboard is opened the displayed information is based on your filter parameters. For example (see image) when MY REFERRALS is opened the dashboard only shows referrals requested by **Referrals – Minister for Planning**.

To turn off the filter, click on the filter name to show all applications.

MY TASKS

MY REFERRALS

MY FILTERS
Referral - Future Road Widening
Referrals - Minister for Planning

REQUESTING AUTHORITY | Minister for Planning
RESPONSE TYPE | Any

Application ID	Development Number	Location	Nature of Development	Consent Type	Consent Status	Requesting Authority	Response Type	Request Date
23002357		16 PARK ST SEFTON PARK SA 5083	CP testing - ministers delegate - granted (prescribed body)	PC	Under Assessment	Minister for Planning	Technical Referral	24/1/202

Clear filters
Save filters as...
Manage my filters...

1

2

MANAGE MY FILTERS

The **Manage My Filters** window shows your saved filters.

To change the filter default, click on the ☆ **Star** icon (no fill) against the required filter or leave blank for no defaults.

Other maintenance you can perform is updating the **filter name** by typing over the top with a new name or adding additional text or remove a filter.

Manage My Filters

	Name	Filter Values	
☆	Referral - Future Road Widening 31/50	Response Type = Schedule 9 (3)(4) Future Road Widening Overlay	×
☆	Referrals - Minister for Planning 33/50	Requesting Authority = Minister for Planning	×

3

KEY FEATURES

Export to excel

KEY FEATURES

Export to Excel

The **Export to Excel** tool is available in all dashboards.

1. Open dashboard.
2. Use the filters to narrow down the information for further Excel analysis.
3. Click on **Export to Excel** icon.
4. Click on the download located at the bottom of the window (Chrome) or from the browser bar (Edge) to open the file in Excel.
5. Enable Editing to apply filters, sort the information and add formatting e.g. change the font, add colour to cells or rows etc.

1

2

3

4

5

Application ID	Development Number	Location	Nature of Development	Consent Type	Consent Status	Requesting Authority	Response Type	Referral Type	RA's Comments	Referral Allocated To	Requested Date	Due Date	Referral Status	Referral Action	Referral Days Remaining
24002156	170/C458/24	90 ARTHUR ST MAGILL SA 5072	CP testing disbursement	PLDC	Under Assessment	City of Campbelltown	Schedule 9 (3) (21) Advertising Near Signalised Intersections Overlay	Advice	test		19/7/2024	16/8/2024	Distributed	Respond to Referral	(20 Days)

KEY FEATURES

Show-Hide main menu

KEY FEATURES

Show-Hide Main Menu

1. Click on **Show-Hide menu** icon, to show the Main menu from the Homepage.
2. Click on the dashboard required e.g. REQUEST FOR INFORMATION.
3. The chosen dashboard shows..
4. Click on **Show-Hide menu** icon, to hide the menu.

1 REFERRAL REQUESTS | RESPONDED REFERRALS

MY FILTERS In-Progress

Q Search SEARCH REFERRAL ALLOCATED TO | Any RESPONSE TYPE | Any REFERRA

CONSENT STATUS | Any REQUESTING AUTHORITY | Any DUE DATE | Any - Any

Application ID	Development Number	Location	Nature of Development	Consent Type	Consent Status	Requesting Authority	Response Type	Referral Type	RA's Comments	Referral Allocated To
24002156	170/C458/24	90 ARTHUR ST MAGILL SA 5072	CP testing disbursement	PLDC	Under Assessment	City of Campbelltown	Schedule 9 (3) (21) Advertising Near Signalised Intersections Overlay	Advice	test	

REFERRAL REQUESTS | RESPONDED REFERRALS

MY FILTERS In-Progress

Q Search SEARCH REFERRAL ALLOCATED TO | Any RESPONSE TYPE | Any REFERRAL STATUS | Distributed

CONSENT STATUS | Any REQUESTING AUTHORITY | Any DUE DATE | Any - Any

Application ID	Development Number	Location	Nature of Development	Consent Type	Consent Status	Requesting Authority	Response Type	Referral Type	RA's Comments	Referral Allocated To	Requested Date	Due Date	Referral Status	Referral Action
24001304	155/C426/24	136 THE PARADE NORWOOD SA 5067	RFI USAGE - RC	T Automation	PC		Awaiting Further Information	Schedule 9 (3) (8) Tunnel Protection Overlay	CommsHighway RefAgency	Expired - Awaiting Review				

3 REQUEST FOR INFORMATION

2 REQUEST FOR INFORMATION

Q Search SEARCH CONSENT STATUS | Any RESPONSE TYPE | Any

REQUESTED BY USER | Any RFI STATUS | Any DUE DATE | Any - Any

Application ID	Development Number	Location	Nature of Development	Primary Contact	Consent Type	Consent Status	Response Type	Requested By User	RFI Status	RFI Due Date	Days Remaining
24001304	155/C426/24	136 THE PARADE NORWOOD SA 5067	RFI USAGE - RC	T Automation	PC	Awaiting Further Information	Schedule 9 (3) (8) Tunnel Protection Overlay	CommsHighway RefAgency	Expired - Awaiting Review		

DASHBOARD OVERVIEW

Referral Request

SUMMARY

The **Referrals Request** dashboard is where you view, and track submitted and in-progress referral requests.

REFERRAL REQUESTS RESPONDED REFERRALS																		
Q Search		SEARCH		REFERRAL ALLOCATED TO Any			RESPONSE TYPE Any			REFERRAL STATUS Any			↓		Y		↻	
CONSENT STATUS Any				REQUESTING AUTHORITY Any				DUE DATE Any - Any										
Application ID	Development Number	Location	Nature of Development	Consent Type	Consent Status	Requesting Authority	Response Type	Referral Type	RA's Comments	Referral Allocated To	Requested Date	Due Date	Referral Status	Referral Action	Referral Days Remaining			
25002458		162 THE PARADE NORWOOD SA 5067	Commercial development	PC	Under Assessment	City of Norwood, Payneham and St. Peters	Schedule 9 (3) (21) Advertising Near Signalised Intersections Overlay	Advice	test		10/7/2025	7/8/2025	Distributed	Respond to Referral	🕒 (15 Days)			

1. SORT	2. SEARCH	3. FILTERS					
<p>Apart from the columns listed below, all other columns can be sorted.</p> <p>Excludes columns</p> <ul style="list-style-type: none"> Consent type Referral allocated to 	<p>Allows you to search across the columns of information.</p> <p>Excluded columns</p> <ul style="list-style-type: none"> Requested date Due Date Referral allocated to 	<p>REFERRAL ALLOCATED TO</p> <p>Lists all users in your organisation and allows multiple selections.</p>	<p>RESPONSE TYPE</p> <p>Filtered results shows request for specific response types and allows multiple selections.</p>	<p>REFERRAL STATUS</p> <p>Available to select:</p> <ul style="list-style-type: none"> Awaiting further info Distributed, Expired In Progress, Pending Recall 	<p>CONSENT STATUS</p> <p>Available to select:</p> <ul style="list-style-type: none"> Awaiting Further Information Awaiting Payment Discontinued On Hold On Hold (Applicant Request) On Hold referred to Commission (building) Under Appeal Under Assessment 	<p>REQUESTING AUTHORITY</p> <p>Lists only relevant authorities within the tabled records.</p>	<p>DUE DATE</p> <p>Filtered results include referral requests with a due date, on or between the date range entered.</p>

DASHBOARD OVERVIEW

Responded Referrals

SUMMARY

The **Responded Referrals** dashboard is where you view responded referrals.

☰ REFERRAL REQUESTS | **RESPONDED REFERRALS**

MY FILTERS **Awaiting Payment**

CONSENT STATUS | *Any* REQUESTING AUTHORITY | *Any* REFERRAL RESPONDED BY | *Any*

RESPONSE TYPE | *Any* RESPONSE DATE | *Any - Any* RESPONSE | *Any*

Application ID	Development Number	Location	Nature of Development ↓	Consent Status	Requesting Authority	Referral Responded By	Response Type	Response Date	Response
25002547	020/S150/20	32 GRENFELL ST ADELAIDE SA 5000	Commercial development	Granted	City of Adelaide		Schedule 9 (3)(7) Development Affecting Transport Routes and Corridors	17/7/2025	No objection, with comments

1. SORT	2. SEARCH	3. FILTERS					
All columns can be sorted.	Allows you to search across the columns of information. Excluded columns <ul style="list-style-type: none"> Consent status Response date Referral responded by 	CONSENT STATUS Available to select: <ul style="list-style-type: none"> Awaiting Further Information Awaiting Payment Cancelled Granted On Hold On Hold (Applicant request) On Hold referred to Commission (building) Refused Retracted Under Appeal Under assessment Withdrawn 	REQUESTING AUTHORITY Lists only relevant authorities within the tabled records.	REFERRAL RESPONDED BY Lists only organisation users who have submitted a response.	RESPONSE TYPE Filtered results shows request for specific response types and allows multiple selections.	RESPONSE DATE Filtered results include referral responses on or between the date range entered.	RESPONSE Available to select: <ul style="list-style-type: none"> Direct Refusal Do no support No comment No objection, with comments

DASHBOARD OVERVIEW

Request for Informaton

SUMMARY

The **Request for Information (RFI)** dashboard shows requests initiated by users in your referral body.

REQUEST FOR INFORMATION											
Q Search		SEARCH		CONSENT STATUS Any			RESPONSE TYPE Any			Download, Filter, Refresh	
REQUESTED BY USER Any				RFI STATUS Any			DUE DATE Any - Any				
Application ID	Development Number	Location	Nature of Development	Primary Contact	Consent Type	Consent Status	Response Type	Requested By User	RFI Status	RFI Due Date	Days Remaining
25000412		15 THE PARADE NORWOOD SA 5067	Internal fitout and external works	Penny Public	PC	Under Assessment	Schedule 9 (3) (21) Advertising Near Signalised Intersections Overlay	COM Highway RefAgency	Completed		

1. SORT	2. SEARCH	3. FILTERS				
<p>Apart from the columns listed below, all other columns can be sorted.</p> <p>Excludes columns</p> <ul style="list-style-type: none"> Nature of development Consent Type Requested by user Days remaining 	<p>Allows you to search across the columns of information.</p> <p>Excluded columns:</p> <ul style="list-style-type: none"> Consent type Requested by user RFI Due date 	<p>CONSENT STATUS Available to select:</p> <ul style="list-style-type: none"> Awaiting Further Information Awaiting Payment Cancelled Granted On Hold On Hold (Applicant request) On Hold referred to Commission (building) Refused Retracted Under Appeal Under assessment Withdrawn 	<p>RESPONSE TYPE Filtered results shows request for specific response types and allows multiple selections.</p>	<p>REQUESTED BY USER Filter is dynamic.</p> <p>Only shows users in your organisation and allows multiple selections.</p>	<p>RFI STATUS Available to select:</p> <ul style="list-style-type: none"> Completed Expired In-Progress Pending Review Recalled 	<p>DUE DATE Filtered results will include requests with a due date, on or between the date range entered.</p>