

# DAS Phase 2 Fact Sheet

## Welcome to DAS Phase 2.

Disturbance Approval System (DAS) has undergone major upgrade. Proponents will now be required to upload a shapefile when submitting new proposal. This enhancement enables DAS to spatially intersect with GIS corporate layers, providing improved guidance and smarter assessments.

## Frequently asked Questions

### Content

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## Shapefile Questions

### What is a 1 multipart polygon of no more than 20 parts?

A 1 multipart polygon is a type of geometry used in GIS that represents a merged single GIS feature made up of multiple polygons. DAS supports up to 20 sections within one polygon and only accepts polygons in shapefile format—lines and points are not supported.

### How do I upload a Shapefile?

Once you have created a new proposal and entered the Disturbance type, Region, district, activity type and accepted the proposal on behalf of your organisation, you will be prompted to upload a shapefile.

- Upload a shapefile identifying the maximum area affected by the proposal, including all associated activities.
- The shapefile can be made up of one multi-part polygon.
- It is preferable that the Shapefile is in GDA94 latitude/longitude only.
- Max file size is 10MB.
- Valid shapefile must include 4 files, in .dbf .prj .shp and .shx format.
- You must validate the shapefile and prefill the proposal before proceeding.

Please note that you will need to select the four required shapefile files individually (.dbf, .prj, .shp and .shx).

## Can I upload a polygon in a different file format (e.g., .kml, GeoJSON)?

No, DAS only accepts files in **shapefile format**. Other formats, such as KML, are **not supported**.

To ensure your upload is valid, your shapefile must include the following four components:

- .shp — the main geometry file
- .shx — the shape index format
- .dbf — the attribute data file
- .prj — the projection information file

All **four files must be included** for the upload to be successfully validated.

## Do I have to upload a shapefile to start?

Yes. All proposal fields will remain **read-only** until you have **uploaded, validated, and prefilled** the proposal. This step is required to begin editing and completing your proposal.

## Why can't I upload my shapefile?

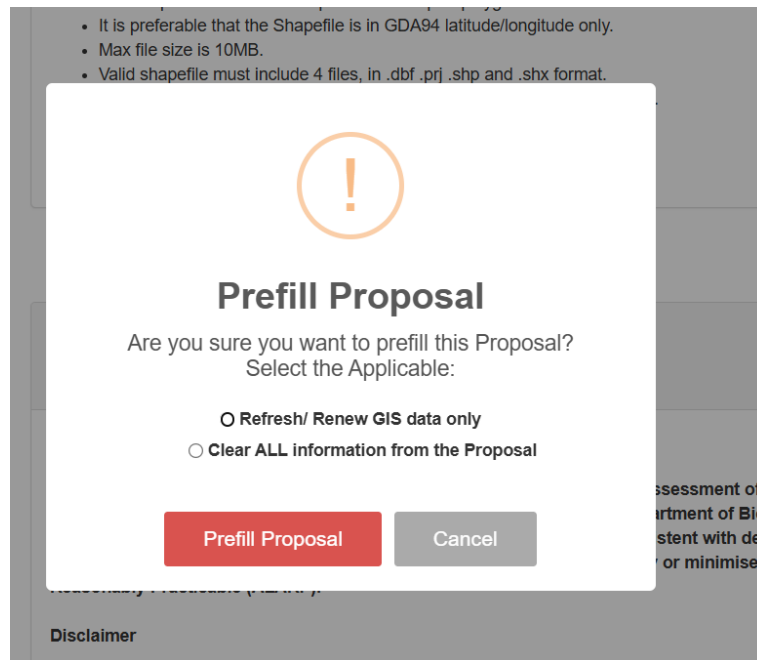
There are several possible reasons why your shapefile upload may fail:

1. **More than one polygon** – Only a single multipart polygon is accepted.
2. **More than 20 parts** – The multipart polygon must not exceed 20 sections.
3. **Corrupt shapefile** – The file may be damaged or incomplete.
4. **File size exceeds 10MB** – Ensure your shapefile is under the size limit.
5. **Incorrect geometry type** – Only polygon shapefiles are accepted; lines and points are not supported.
6. **Unsupported projection** – While other projections are accepted, **GDA94** is preferred for compatibility.
7. **Polygon not saved from editing mode** – If the polygon is still in editing mode and hasn't been saved in your GIS project, the system may not recognise the shapefile.

## Can I change the shapefile once I have started my proposal?

Yes, you can update your shapefile at any time during the proposal process. However, please note the following:

- After updating your shapefile, you must run **Prefill** again to refresh the spatial data.
- You will be given two options:



- **Refresh/Renew:**  
This option updates only the prefilled questions based on the new spatial data.  
Any information you've entered in the non-prefilled questions will remain unchanged.
- **ClearAll:**  
This option refreshes both the prefilled questions and clears all your previous answers to the non-prefilled questions.  
You will need to start your proposal from the beginning.
- If your updated shapefile covers a different location or a larger area, the spatial answers may change, as the new area might intersect with different corporate attributes.

## Prefill Questions

### What does 'Prefill' mean?

Prefill refers to the process where your uploaded polygon automatically intersects with available corporate GIS layers. Based on these spatial intersections, **relevant questions are automatically answered** using the associated spatial data—where applicable.

### How long will it take to prefill my proposal?

The time it takes to prefill your proposal depends on several factors:

1. **Size of your shapefile** – Larger files take longer to process.

2. **Number of GIS layers intersected** – The more corporate GIS layers your shapefile overlaps with; the more attributes need to be processed.
3. **Queue position** – If other proposals are ahead of yours, it may take longer.

If you're first in the queue, prefilling usually takes 5 to 20 minutes. If there's a backlog, it may take longer. If it takes more than 60 minutes, contact the DAS Coordinator on [das@dbca.wa.gov.au](mailto:das@dbca.wa.gov.au) to check the status.

## When is the best time to start to prefill a proposal.

Anytime. Just be aware that you will be placed in a queue while your proposal is being prefilled. You do not need to keep your proposal open while you wait. You can close it and return it later – once Prefill is complete, you will receive a notification via your registered email.

**TIP: We have found that sometimes it is best to prefill your proposal prior to leaving work and letting it run overnight so it is ready for you when you get back to work. Also note that we advise NOT to prefill on Sundays due to the system updating GIS data.**

## What happens if I start my proposal in the upgraded system, prefill and then don't get back to completing it until sometime later (more than 6 weeks)? Do I have to prefill the whole proposal again?

We strongly advise proponents to prefill the proposal again, due to certain types of data being refreshed on a weekly basis, which may alter your response to a question. **Select the refresh/renew GIS data only option. This will only update the GIS information and not delete anything you may have entered in the proposal. DO NOT select Clear All information as this will clear the whole proposal and you will have to start again.**

It is preferable that the Shapefile is in GDA94 latitude/longitude only.  
 • Max file size is 10MB.  
 • Valid shapefile must include 4 files: .in, .dbf, .prj, .shp and .shx format.

**Prefill Proposal**

Are you sure you want to prefill this Proposal?  
 Select the Applicable:

☒ Refresh/ Renew GIS data only  
☐ Clear ALL information from the Proposal

**Prefill Proposal** Cancel

Disclaimer

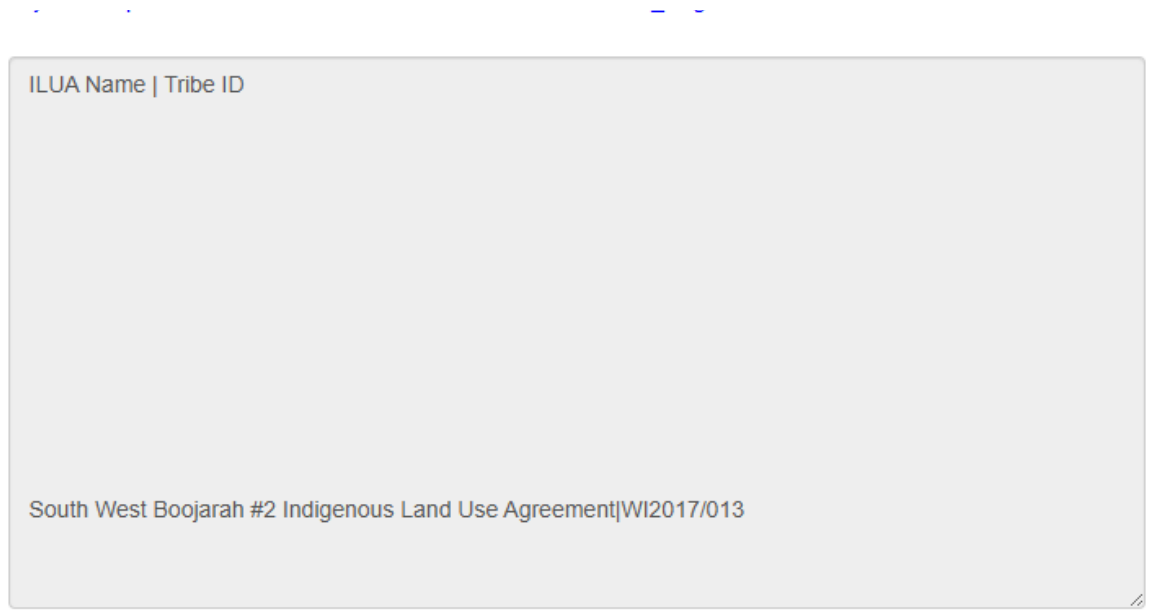
If you want to only refresh certain questions, we've designed the system so that **prefilled questions can be refreshed individually** if needed. This means you can update only the parts of the proposal that rely on time-sensitive spatial data, without having to redo everything. Select the Refresh option at the end of the question as per the example below.

## 2.0 What is the land tenure or classification? [?](#) Refresh

### GIS data appears to be disconnected from the response fields. What causes this?

For certain questions, the shapefile entered into the proposal may intersect with multiple GIS layers. In some cases, the intersection occurs with a layer further down the list, which can result in a visible gap between the GIS displayed in the text box and the corresponding response.

See example below



To view the full response, we recommend expanding the text box by dragging it downward.

## GIS Data

### Where does the GIS data come from?

The data comes from the Department of Biodiversity, Conservation and Attractions corporate database Kaartdijin Boodja (KB).

### GIS Data Usage and Currency

GIS data is updated regularly or as needed. Each data layer is maintained by its respective custodian, who is responsible for ensuring updates occur at appropriate intervals—these intervals may vary between layers.

**TIP: We strongly recommend that you re-prefill your proposal prior to submission to ensure that all the data is current.**

For each prefilled question, the associated GIS layer is displayed. This indicates which spatial dataset was used to intersect with your shapefile to generate the response. It also

shows the date when that layer was last used to update the proposal. This information helps you verify the source and timeliness of the spatial data used in your proposal and supports auditing by providing a transparent record of when and how spatial data was applied.

1.2 In which Local Government Authority (LGA) is this proposal located? ⓘ

Layer last updated: 2023-05-03 16:40:54

cddp:local\_gov\_authority

Pingelly

## Why am I unable to add additional information in the text box area where spatial information was prefilled?

If spatial information is pre-filled and displayed in the response, the associated text box will be **read-only**. If you have additional details to provide, please enter them in the 'Additional Information' box.

1.3 What are the dominant vegetation types and species? ⓘ Refresh

Layer last updated: 2024-09-10 06:53:20

CPT\_PHYSIOGNOMIC\_VEG

Vegetation Form | Floristic Description

Medium forest and woodland (10-30m tall)|Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; rivergum E. camaldulensis. Tropical; messmate, woolyb

Halophyll and sarcophyll communities|Tecticornia spp. with Melaleuca spp. Acacia spp

Additional Information  
(proponent)

Add additional information here.

If there is no Additional Information (proponent) box attached, and you believe one is needed, please notify the DAS team to rectify future proposals.

## Why am I unable to select or change checkboxes in sections where spatial information has automatically answered the question?

**Note:** Checkboxes that are automatically selected based on spatial data are **read-only** and cannot be manually changed.

If you believe additional checkboxes should have been selected, please provide that information in the '**Additional Details**' box.

If the 'Additional Details (proponents)' box is not available, include the relevant information in another appropriate section of the proposal. Be sure your response clearly addresses the question, and if you believe one is needed, please notify the DAS team to rectify future proposals.

See example below:

☒ Threatened Ecological Communities (TECs) and Priority Ecological Communities (PECs)  
tec\_sites\_buffered - 2024-09-10 06:53:07

Threatened Ecological Communities (TEC) and Priority Ecological Communities (PEC) Refresh

☐ Threatened Ecological Community (TEC)

☒ Priority Ecological Community (PEC) tec\_sites\_buffered - 2024-09-10 06:53:07

Where modification of a PEC cannot be avoided seek approval/guidance from the Regional Leader Conservation. Where the disturbance has the potential to pose a significant risk to the PEC seek further guidance from DBCAs Species and Communities Program.

4.0.1.7 Provide details of the potential impacts on Threatened Ecological Communities (TECs) and Priority Ecological Communities (PECs). Identify where they occur and comment on the degree to which these values are to be modified. Are they at high risk and/or disturbance sensitive?

Since the 'additional details' box is unavailable and you believe the relevant checkbox should have been selected, please provide your information here and ensure the question is addressed.

## Why does it say an intersection happened, but the checkbox isn't ticked? Why is no data showing in the details box after a question intersects?

Occasionally, the system might show that an intersection occurred, but it doesn't behave as expected—like not ticking the checkbox or displaying any data in the details box. This usually happens during background updates, especially on Sundays when certain GIS layers are refreshed. Since different layers update on their varying schedules, this may also affect the availability and accuracy of intersection results.

Quick fixes:

- **Refresh a single question:** Click on the refresh icon next to the question to run a prefill for that specific item only.
- **Run a full prefill:** Perform a full prefill of the proposal, ensuring that only the **Refresh/Renew GIS** data only option is selected.
- **Still not working:** If neither of these steps resolve the issue, please contact the DAS team for further assistance.

See example below:

4.3 Has a desktop check or field investigation identified the proposal area may contain, adjoin, or impact threatened fauna values (listed below) and/or suitable habitat for significant fauna? Refresh  
Layer last updated: 2025-06-24 06:31:57 Fauna\_Standard\_Data

☒ Yes  
☐ No

4.3.1 Select the applicable fauna value(s). Refresh

☐ Threatened Fauna

☐ Priority or Specially Protected Fauna Fauna\_Standard\_Data - 2025-06-24 06:31:57

## Proposal Questions (existing proposals in the system)

What will happen if I have submitted a proposal in the current system and need to amend/renew it after the system upgrade is implemented?

**Important:** If you need to amend or renew a proposal or approval that was submitted **prior to the system upgrade**, you will need to:

1. Upload a shapefile
2. Validate it
3. Prefill the proposal

We **strongly recommend** reviewing **all questions** in the proposal, as some information may have updated due to the GIS intersection for a particular question and your response to that question may need to change.

**Alternatively**, to take full advantage of the upgraded system—including enhanced automatic pre-filling of questions—we **highly recommend starting a new proposal**. Simply upload your shapefile to the new proposal and copy over any relevant content from the original proposal.

This approach will help ensure your proposal is **complete, editable**, and aligned with the latest system features—ultimately saving you time.

What happens if I've started a proposal (still in draft mode) before the system upgrade, and the upgrade is implemented before I complete it?

**Note:** If your proposal is still in **draft**, you may continue working on it. However, please keep the following in mind:

- A **shapefile must be uploaded** before completing the proposal. If a shapefile is not uploaded, the proposal will become **read-only**, and you will no longer be able to make changes.
- Uploading a shapefile to a draft proposal will only populate a **limited number of questions**—specifically, those questions that are still the same in the old system and the upgraded system.

To take full advantage of the updated system and benefit from enhanced **automatic pre-filling**, we strongly recommend starting a **new proposal**. Upload your shapefile and then copy and paste any relevant content from your original draft.

This approach will help ensure your submission is **complete, editable**, and aligned with the latest system features—ultimately saving you time.

What about current proposals submitted prior to the upgrade? *(Status: With Assessor, With Referral, With Assessor – Requirements, With Approver)*

**Note:** If your proposal has already been submitted and is currently under the status mentioned above, it will continue to follow the **previous process**.



However, if an **amendment** is required, please be aware of the following:

- The **proponent must upload a shapefile** before making any changes.
- Uploading a shapefile will **pre-fill some questions** based on spatial data. These responses must be **reviewed and confirmed** for accuracy.
- Once all necessary updates are made, the proposal can be **resubmitted** to the assessor for continued review.
- Please note that only a **limited number of questions** will be pre-filled—specifically those that align with the previous proposal format.
- While a map may be visible, it does **not influence** the proposal in this context.

### With assessor/With assessor requirements.

**Note:** A small number of proposals submitted within the past 12 months are still awaiting assessment.

If **significant amendments** are needed, the assessor may recommend the proponent submit a **new proposal**—either as part of a system upgrade or as a fresh submission.

Alternatively, you may choose to **upload a new shapefile** to the existing proposal. This will allow the system to intersect the relevant spatial data and enable you to proceed with the proposal as usual.

### With Referral.

**No, the old proposal format will remain unchanged.** While a map may be visible, it does **not** influence the proposal in this context.

The **only** time a proponent is required to upload a shapefile is when submitting an **amendment** to the original proposal.

### With Approver.

**No, the old proposal format will remain unchanged.** Although a map may be visible, it does **not** impact the proposal in this context.

A shapefile is **only required** if the proponent is submitting an **amendment** to the original proposal.

What will happen if I have submitted my proposal under the old system, amendments are not required, and it goes through to the approver to approve?

If **no changes are required**, the proposal process will continue as normal.

However, if **changes are needed** and the proposal is returned to the proponent in **draft form**, a **shapefile must be uploaded** before any updates can be made.

Please note: While a map may be visible, it does **not** impact the proposal in this context.

## What happens if I have a proposal in the system that has been approved before the system upgrade?

**No action is required** if your proposal or approval is still active and remains unchanged.

However, if you need to **amend or renew** the proposal or approval, you will be required to **upload a shapefile** as part of the updated submission for the disturbance.

Alternatively, to take full advantage of the updated system—including the enhanced **automatic pre-filling** of questions—we strongly recommend starting a **new proposal**. Simply upload your shapefile to the new proposal and copy over any relevant content from your original submission.

This approach helps ensure your submission is **complete, accurate**, and aligned with the latest system features.

## What if there are compliances to be attended to?

**Compliance requirements continue to operate independently** of the proposals and approvals process, so there are **no changes** to how compliance is managed.

What *has* improved is the **clarity of compliance notifications**. Compliance emails now include more detailed information, making it easier for both proponents and assessors to understand exactly what the compliance issue relates to.

## Why can't I see the button to start a new proposal?

To start a new proposal, you need to go to **external mode** at <https://das.dbca.wa.gov.au/external>. Proposals cannot be started in internal mode.

**Internal mode** displays all the proposals accessible to the user, including those entered by the users linked to the same organisation.

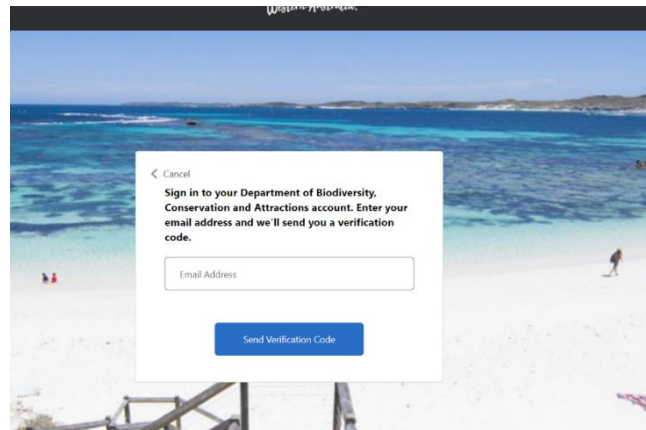
## How to Log into DAS:

Log in: <https://das.dbca.wa.gov.au>

1. Sign in with your email address:
  - Enter your email address and click **Send Verification Code**.

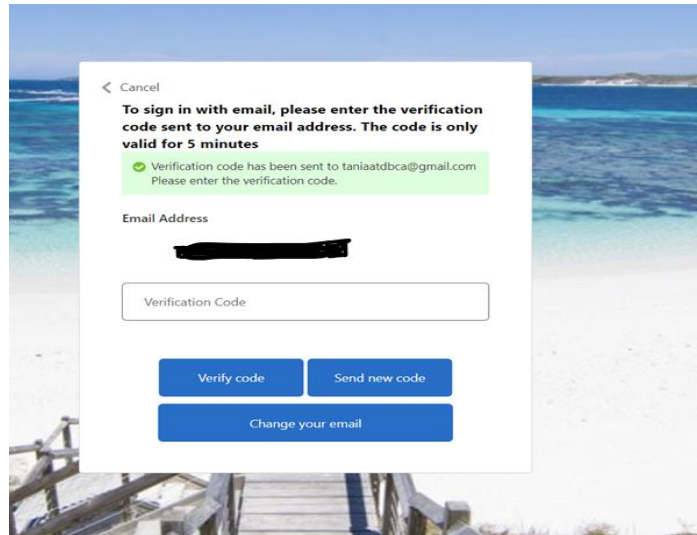
### Access to Disturbance Approval System

At the Department of Biodiversity, Conservation and Attractions, we employ a password-less authentication system, meaning you never need to remember a password. When you need to login to a site, such as Disturbance Approval System, simply enter your email and an authentication code will be sent to your registered email address. From there, enter the code on screen to complete the login process.



- A verification email will be sent to you with a code.
- Enter the code in the field provided and click **Verify code**.





Home Screen

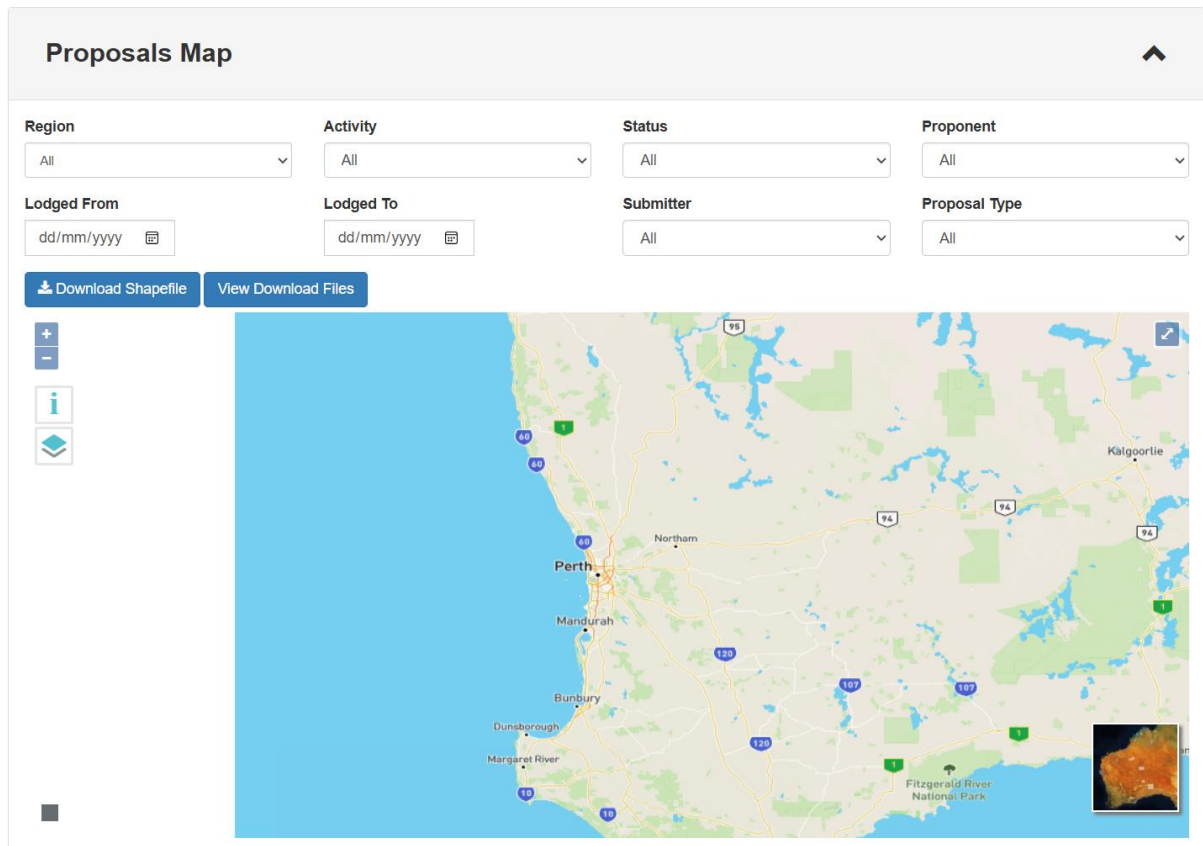
## Proponent Dashboard


### Proponent Dashboard Update: Introducing the “Proposals Map”

The Proponent Dashboard now features a new section called the “**Proposals Map**”—an interactive, map-based tool that provides proponents with a visual overview of all their submitted proposals.

Upon accessing the dashboard, users will see a geospatial map displaying the locations of their proposals. This interactive map includes filtering options that allow users to refine the view based on criteria such as **submission date, proposal status, or geographic region**.

This enhancement is designed to help proponents more easily **track, manage, and analyse** the geographic distribution of their proposals, offering a clearer understanding of their overall project footprint.



The dashboard map now includes a **layer's icon**  that allows users to manage the visibility of various corporate map layers. By hovering over this icon, users can view a list of available layers and toggle each one on or off with a simple click.

The availability of these layers is controlled via the **Django admin interface**, enabling administrators to manage which layers are visible to users based on relevance or access permissions.



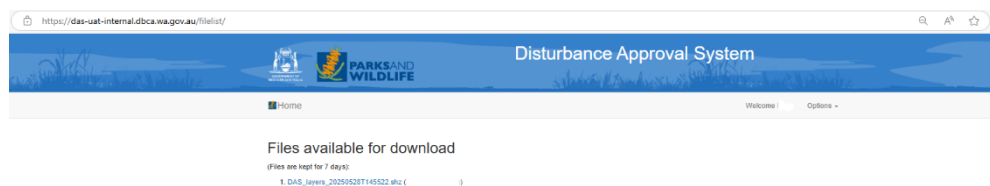
There is also the option to download a shapefile of the displayed proposals. To do this, simply click on the **Download Shapefile** button.



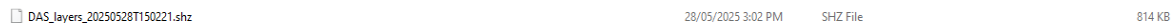
Then click on **View Download Files** button.



This will prompt you to the list of files downloaded in the last 7 days.

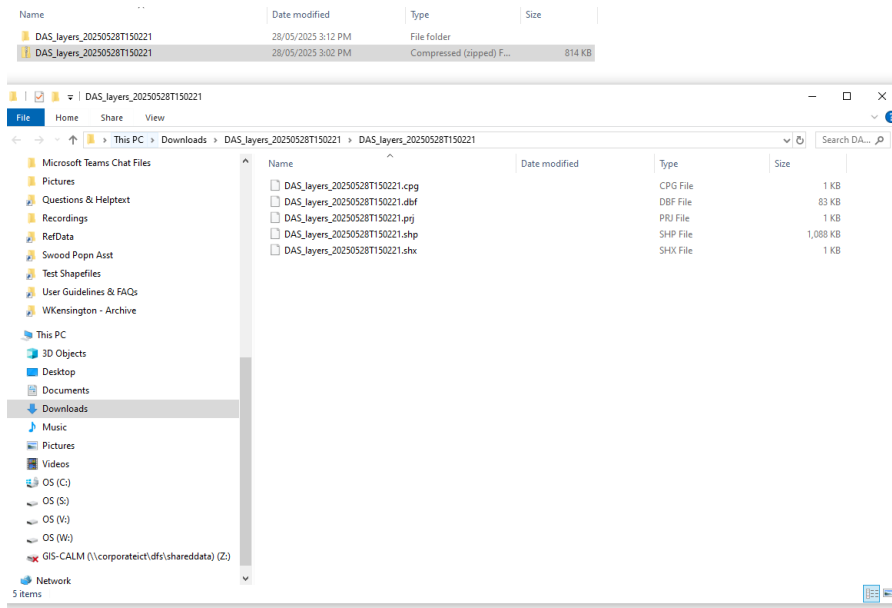


Click on the desired file to automatically download it. The shapefile will be downloaded as a .shz file, which is a merged format compatible with QGIS and ArcMap.



Alternatively, you can rename the file extension from .shz to .zip, confirm the change, and then unzip the folder. This will extract the four standard shapefile components for use in GIS applications.





## Filters:

Using the filters in the Proposals Map section allows you to easily display specific proposal polygons on the map.

### Proposals Map

Region  
All

Activity  
All

Status  
All

Proponent  
All

Lodged From  
dd/mm/yyyy

Lodged To  
dd/mm/yyyy

Submitter  
All

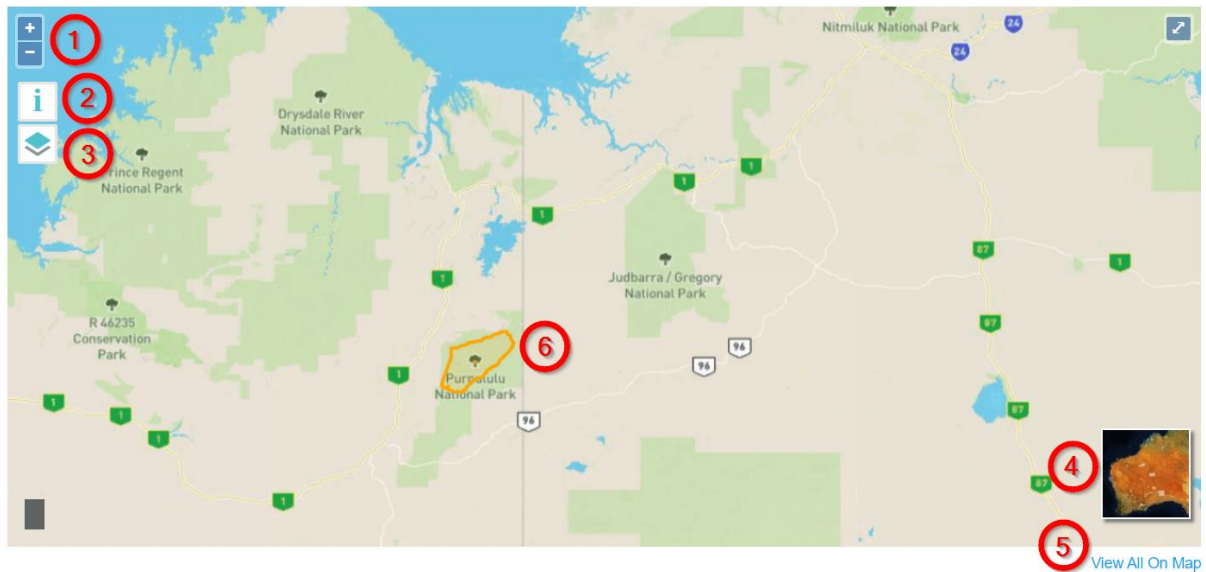
Proposal Type  
All


Download Shapefile
View Download Files



Once the relevant proposals are shown, you can download their mapped areas as a shapefile for use in your preferred GIS application. Simply follow the steps outlined in the proponent dashboard section above to complete the download.

## Map Display

The map has numerous features available to enhance functionality, as detailed below.



1. Use the +/- icons (  ) to zoom in and out of the map.

2. Select the 'i' icon (  ) to change the pointer to ruler functionality (  ).

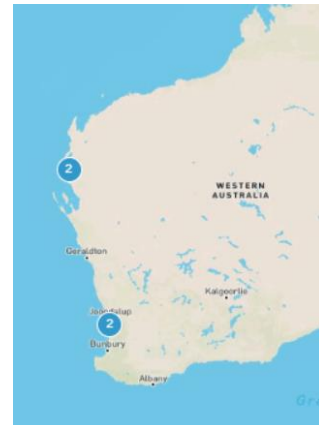
3. Overlay predefined layers to the map.

4. Modify map to display different terrain types.

5. Display all proposals on the map, unfiltered.

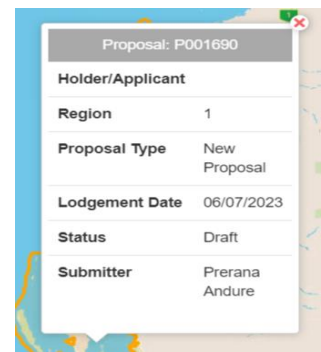
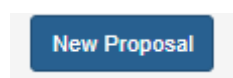
If you zoom out of the map, it is possible that the individual polygons cannot be seen. You can view instead proposals that are in specific regions. A number will be displayed showing the number of proposals available.

For each polygon on the screen, it is possible to display the relevant proposal details. When zoomed into the map to a point where the polygon is displayed, click on the polygon area to view details.



## Starting and submitting a proposal:

1. On your dashboard click on '**New Proposal**' button.





- The proponent must select the disturbance proposal type, and the relevant activity type associated with the proposal.

### Apply for

**Proposal Type \*** ?

Disturbance

**Activity Type \*** ?

Basic raw material

**Sub Activity 1 \*** ?

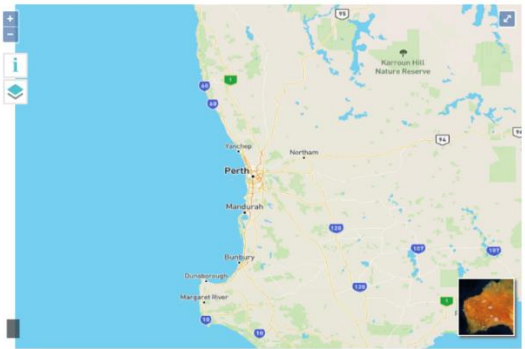
Establishment

Continue

- Click on the “**Continue**” button

Prefill the proposal:

### Map



**Upload Shapefile**

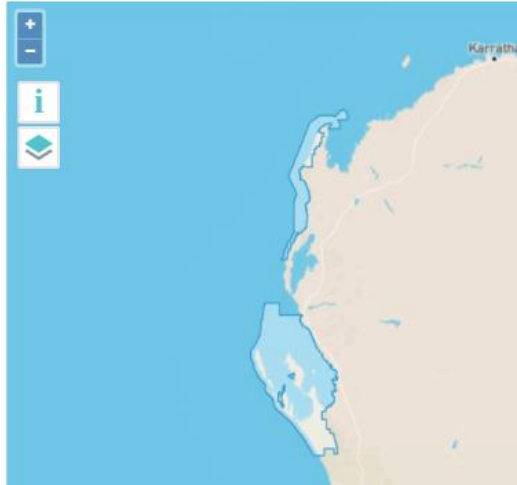
Choose File No file chosen

- Upload a shapefile identifying the maximum area affected by the proposal, including all associated activities.
- The shapefile can be made up of one multi-part polygon.
- It is preferable that the Shapefile is in GDAS4 latitude/longitude only.
- Max file size is 10MB.
- Valid shapefile must include 4 files, in .dbf .prj .shp and .shx format.
- You must validate the shapefile and prefill the proposal before proceeding.
- Further information ?

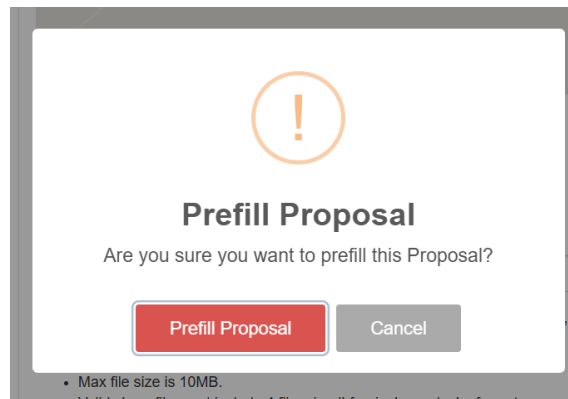
Validate

Prefill

- To allow the prefilling of the proposal, proponents must upload shapefiles into the map displayed.
- Select the ‘**Choose File**’ button to upload the desired shapefile. (Each part of the shapefile must be selected individually .dbf, .prj, .shp and .shx)
- Select the ‘**Validate**’ button to load the shapefiles onto the map.
  - Once the map is loaded with the polygon/s then it’s time to load the proposal with responses based on intersection with the polygon.

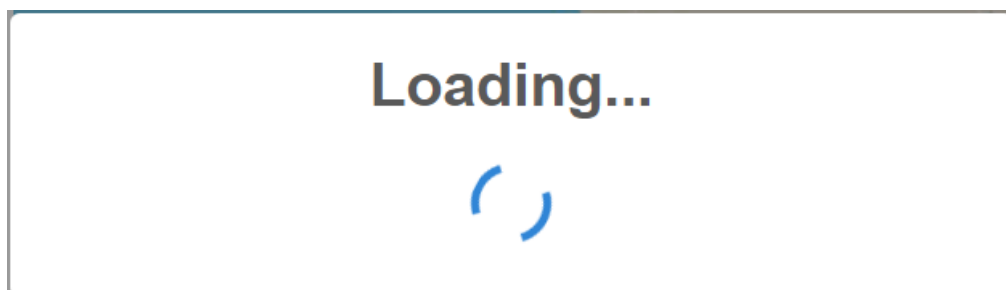


4. Then select '**Prefill**' to proceed.

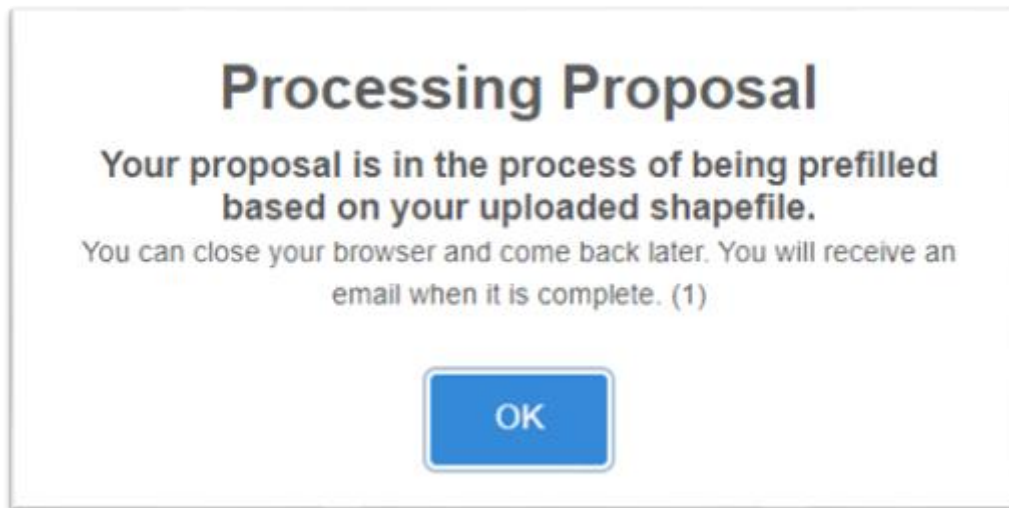


Note that all proposal fields will remain **read-only** until you have **uploaded, validated, and prefilled** the proposal. This step is required to begin editing and completing your proposal.

5. The task of prefilling the proposal with attributes from the allocated layer is placed in a queue. In the first instance, the user will see a loading screen.



6. Then notification that they will be notified on completion.



7. Once the task is complete and the proposal has been prefilled. An email is sent to the proponent including a link to review.

