

CPM Digital Submission System – User Guide

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Economic Development Queensland

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**Queensland
Government**



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Background

EDQ has transitioned the CPM submission process from a traditional email-based applications to a new, efficient EDQ SharePoint system. This advancement reflects constructive industry insights provided by our seasoned Project Coordinators and enhancements in our internal processes.

This document is a walkthrough guidance of EDQ's new CPM Digital Submission process for Project Coordinators and their assistants, introducing and detailing the steps for Pre-Construction, On-Maintenance and Off-Maintenance submissions via EDQ's new Digital Submission Portal.

Importantly, it is noted that every Project Coordinator appointed by a Development Proponent must receive written acceptance from EDQ before being able to lodge a CPM submission. As part of this process, EDQ will enable the business email domain of the Project Coordinator in the departmental whitelist to ensure access to the EDQ SharePoint system.

Submission Process

Step A - Requesting a CPM Submission Transfer Folder

Prior to make a CPM submission, the applicant must request a CPM Submission Transfer Folder by filling in the MS Form [EDQ - Request for CPM Submission transfer folder](#), with the details of the submission and of the applicant. This chapter provide detailed instructions for the completion of the MS Form.

After the first three pages with Instructions, Information Privacy Statement and Disclaimer, there is a further three pages form required to be completed, as detailed below:

Page 1 -

EDQ - Request for CPM Submission transfer folder

* Required

Contact details

1. Full name *

Enter your answer

2. Email *

Enter your answer

3. Phone number *

Enter your answer

4. Organisation name *

Enter your answer

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Item 1 - 4: Provide the contact details of the applicant which can be the Project Coordinator (PC) or their assistant. Applicants who are not the PC must have the same business email domain of the PC (this will allow access right to the EDQ SharePoint). Both the applicant and the PC will have access and receive notifications on the application through the emails provided in the MS Form.

EDQ - Request for CPM Submission transfer folder

* Required

Development Details

5. PDA - Choose from below *

☐ Caloundra South
 ☐ Greater Flagstone
 ☐ Yarrabilba
 ☐ Other

6. PDA approval number - example DEV2023/023 *

Enter your answer

7. Project name/precinct/stage- if applicable

Enter your answer

8. Development Project Coordinator *

Enter your answer

9. Project Coordinator email *

Enter your answer

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Item 5 – Please select which PDA your submission relates to. EDQ have identified three major greenfield PDAs with significant development activities resulting in a large volume of submissions. This allows EDQs system to group the applications and their respective Share Point Folders into PDA specific Master Folders. if your submission is not within these identified PDAs please select 'Other'.

Item 6 – Provide the original development approval number being DEV/Year/Development number e.g. DEV/2025/000 excluding any further '/Number'.

Item 7 – Provide the necessary information to make the submission univocally understood from entity outside EDQ (as opposed to the EDQ file number). Generally, this item is to help external entity, e.g. Councils and Utility Providers, to easily identify the development works. The length of this field is typically commensurate to the extent of the development (as major developments will have a name and split in separate precincts and stages). For a development without staging this field can be left blank.

Item 8 – Provide the name of the Project Coordinator. This can be the same as the

applicant on Page 1.

Item 9 – Provide the email of the Project Coordinator (if different from the applicant details on Page 1).

EDQ - Request for CPM Submission transfer folder

* Required

10. Submission/Request type *

☐ Pre Construction
 ☐ On Maintenance
 ☐ Off Maintenance
 ☐ Bonding for Uncompleted Works

11. Asset classes *

☐ Bulk Earthworks (BE)
 ☐ Roadworks (ROAD)
 ☐ Streetscape (STR)
 ☐ Water (WAT)
 ☐ Sewer (SEW)
 ☐ Stormwater Management (SW)
 ☐ Landscape (LAND)
 ☐ Other (OTH)

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Submit

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Item 10 – Choose the type of CPM submission being lodged.

Item 11 – Provide relevant asset classes involved. The asset class section allows multiple answers to be selected.

Select '**Submit**' once the MS Form is complete. The applicant and the PC will receive an automated email from PrePostConstruction@edq.qld.gov.au confirming the request has been received.


Following that, EDQ will check if the request is genuine and if so, approve it within one business day (this step is required for security reason, as the MS Form link is freely available on the EDQ website there is a risk of non-genuine submissions). Once approved, a submission specific share folder is automatically generated within the EDQ SharePoint. The applicant and the PC will receive the link to this folder via email to allow the uploading of the CPM submission documentation.

Step B - Uploading of the documentation.

The EDQ SharePoint folder is structured in sub-folders to assist EDQ with filing and sharing of documentation with relevant stakeholders. Submission documentation shall be saved in the relevant subfolders provided and additional sub-folders shall not be created.

Please find outlined below the folder structure and required document separation for each submission type - Pre-Construction, On Maintenance and Off Maintenance.

1. **Pre-Construction** folder is divided in three sub-folders as per below:

 1_Forms

 2_DesignPackages

 3_SupportingReports

The submission documents shall be separated in the three sub-folders as per below table:

Sub-Folder	Documents
Forms	Signed CPM Forms
Design Packages	Design Drawings, Design Reports
Supporting Reports	Supporting reports (e.g., Geotechnical Investigation, Stormwater Management report, Arborist Report, etc)

2. **On Maintenance** folder is divided in three sub-folders as per below:


 1_Forms

 2_AsConstructedPackages

 3_QADocumentation

Sub-Folder	Documents
Forms	Signed CPM Forms and Maintenance Bond Certificates
As Constructed Packages	As Constructed Drawings, ADAC files
QA Documentation	Test Results, CCTV Inspections, On Maintenance Inspection records

3. **Off-Maintenance** folder does not have sub-folders (due to the limited documents to be provided at this stage) and all the documents shall be saved in the consolidated folder as per below:

 OffMaintenanceRequestAndSupportingDocumentation

Folder	Documents
Off Maintenance Request and Supporting Documentation	Signed Off maintenance request form, Off Maintenance Inspections records, copy of the maintenance bond to be released, any other supporting information.

Step C – Notification email

Once all documentation is uploaded, the applicant shall send a confirmation email to PrePostConstruction@edq.qld.gov.au advising that the submission is complete, including the link to the relevant SharePoint folder. Once this confirmation is received, EDQ will commence the review of the submission (Within 10 business days).

Please ensure the uploaded documentation within the ShareFile is consistent with the instructions in Step B to avoid delays in processing.

Step D – Updating submission documents (if required)

Within 10 business days of commencement of the submission review an EDQ officer may request additional or updated documentation. The applicant shall update the documents into the SharePoint folder and advised the EDQ officer by email when completed, including a list of the new and updated documents.

Step E – Acceptance of the Submission by EDQ

Once EDQ is satisfied with the CPM submission, the SharePoint folder will be made 'view only' and the relevant notices (Pre-construction Acknowledgment, On Maintenance or Off Maintenance Letter) will be sent to the applicant and relevant asset owners. The documentation within the SharePoint folder will be made available to the asset owner for their review/records.

Enquiries

Enquiries about the process can be made to the EDQ generic inbox
prepostconstruction@edq.qld.gov.au