

MARS Portal User Guide

Activation and Submissions

MARS | Queensland Reconstruction Authority



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1. Log in and Navigate Around MARS

1.1. Log in to MARS

To navigate to the MARS Portal, enter <u>gra.qld.gov.au</u> into the address bar of Google Chrome and access MARS from the link on the right side of the website (it is recommended to use Google Chrome for MARS to work correctly). The link to MARS will be provided to newly registered users. If you are not a registered user, please complete the <u>MARS Portal user access form</u> and email it to <u>support@gra.qld.gov.au</u>.



Enter your login details and select Login.

Queensland Governmo			
	MARS The MARS Portal is for authorised u	A Reporting System (MARS) Portal Exter your email address and password to login. Email address * Email Password * Password * Passwor	
Contact Us Help 9	Copyright Disclaimer Privacy Ri	Right to Information Accessibility Jobs in Queensland Government Other languages	

If this is your first time using MARS, it is recommended to take a tour of MARS.



Guided walkthroughs and other help options.



Table 1: MARS Portal Navigation Pane

Navigation Pane Options	Description
Organisation	Organisation details (to update your organisation details, please contact <u>support@qra.qld.gov.au</u>)
Registers	Digital road network (DRN) with interactive map displaying selected assets
Activated events	Current and past activated events and relief measures
Trigger points	Current and historical trigger points
Activation requests A view of all activations your organisation has requested	
Expressions of interest A view of expressions of interest recorded in MARS	
Unassigned line items A central location to add line items in preparation for building submissions	
Submissions	Draft and lodge submissions to apply for funding
Delivery programs	A list of all delivery programs that have approved submissions
Transaction register	A view of all financial transactions and their status in MARS (note this option is only available for approved users)

2. Activations

To request relief measures from QRA to assist your community to recover from a disaster event, there must be an approved activation in MARS that is connected to a disaster event. Activations can be requested by organisations and there can be multiple activations for a single disaster event.

The activated events section of the portal displays approved activations for your organisation and the relief measure that will be applied.

Sulloo Shire Council	Activated events		C ORA Website - Lates	t Activations		
Organisation	Events	+ Relief me	asures	Status		
Digital road network	v 2017-2018					
Activated events	Event	Activated area	Relief measure	Activation status	Activated date	Funding program
Trigger points	Severe Tropical Cyclone Trevor and assoc.	Bulloo Shire Council	Counter Disaster Operations	Activated	3 Apr 2019	DRFA.
pplications	Severe Tropical Cyclone Trevor and assoc	Bulloo Shire Council	Reconstruction of Essential Public Assets	Activated	3 Apr 2019	DRFA
Program progress	> 2016-2017					
Expressions of interest	> 2015-2016					
Unassigned line items	> 2013-2014					
Submissions	> 2011-2012					
Delivery programs	> 2010-2011					

2.1. Create an Activation Request

To raise an Activation, select **Activation requests** from the **Applications** section of the navigation pane then select **+ New Activation Request**.

Croydon Shire Council	Activatio	on requests			+ NEW ACT	IVATION REQUEST
Organisation	Ø REFRESH				Status	
Digital road network	This page pro	vides a status of the activation request for	the Event, you can see the status of ea	sch activation	here	
Activated events	Sequence no.	Request event type	Event start date	÷	Event end date	Request statu
Trigger points	2	bad weather	12/05/2022		19/05/2022	Withdrawn
Applications	3	bad weather	11/05/2022		18/05/2022	Lodged
Program progress	1	Storm	12/04/2022		26/04/2022	Draft
Activation requests						
Expressions of interest						
Unassigned line items						
Submissions						

Complete the Activation request form and **Save** often.

- * Indicates mandatory information and is required to be able to save the form.
- ** Indicates the information is essential to lodge the request.

Supporting documentation can only be uploaded once the Activation request has been saved.

Event details			Supporting documents (0)
Event type *	Type of event/s that impacted your local g	Weather impact **	
Start date *	DD/MM/YYYY	Detail the weather event with sufficient information to meet the definition of a disaster as per Commonwealth Determination. Ensure	Press save to upload documents
	Insert date or start date of the disaster event	you include flood levels/raintall levels/warnings, etc to justify the event.	Fress save to upload documents
End date *	DD/MM/YYYY		
	Insert date or end date of the disaster event	Organisation impact and response **	
Accountable officer **	Select the name of accountable of $\ensuremath{\scriptstyle \mp}$	Detail how the event has impacted your local government or agency and how your local government or agency responded, include an	
Accountable officer role	Insert the accountable officer's role who ha	overview of any infrastructure damaged.	
Contact officer **	Insert contact officer details	Community impact **	
Contact officer phone/email **	Insert the contact officer phone and or em-	Detail how the community was impacted by the disaster event. Include information such as any residentia/commercial properties Inundated or damaged, isolation to community, resupply	
Estimated eligible expenditure **	Insert estimated expenditure incurred or expenditure	requirements, evacuations, etc.	
Relief measures	Counter Disaster Operations	Agencies responded to event **	
	Reconstruction of Essential Public Assets Other	Let any other agencies (state, local government, non-profit organisation, private companies, etc) that responded to the event. Also list any LDMGs and/or DDMGs that responded and the status (e.g. ajert, stod up, if applicable hours Eligible disasters must have a coordinated multi-agency response to align with Commonwealth definition of an eligible disaster.	
		Detail recovery activities required to assist community to recovery	
		List activities that may be undertaken to assist the community to necess from this disaster (ap counseling for impacted recommit, baseling for impact and concerns and upgenering economic recovery, coordinate rehabilitation of impacted ecosystems).	
		Additional information	
		Include any other information not detailed above to support this request.	C ₃

Table 2 Activation request status definitions

Status	Definition
Draft	The activation is being developed.
Lodged	The activation is being assessed by QRA.
Awaiting additional information	Waiting for additional information to complete the assessment.
Withdrawn	The request has been withdrawn by the organisation.
Declined	The request has been declined by QRA.

ctivation requ	<u>ests</u> > #1 (Draft)	👕 WITHDRA	W B SAVE
Event details		Supporting	documents (1)
Event type *	Weather impact **		+ ADD DOCUMENTS
Storm	lots of rain resulted in		
Start date *	flooding.	#	1
12/04/2022			
Insert date or start date of the disaster event	Organisation impact and	File name	BEACH 50.JPG (20 KB)
End date *	response **		
26/04/2022	roads were wet and got	Description	photo
Insert date or end date of the disaster event	damaged	Uploaded	12/04/2022
Accountable officer **		date	
George Coxhead 🔹 👻	Community impact **	Actions	
Accountable officer role	people were stuck		2 DOWNLOAD

2.2. Update / Withdraw a Lodged Activation Request

You can make changes to a lodged Activation Request, for example, to provide additional information or request additional relief measures or request to withdraw it entirely. From within the Activation request, select **Edit** and the form will unlock or select Withdraw.

Activation requests > #1 [Lodged]	WITHDRAW
Event details	Supporting documents (1)

Update the Activation request then select **Re-Lodge** to send the updated activation request to QRA. **Cancel Editing** will cancel any changes you have made.

<u>ctivation requ</u>	<u>Lests</u> > #1 Editing	CANCEL E	EDITING A RE-LODGE
Event details		Supporting do	ocuments (1)
Event type * Storm	Weather impact **		+ ADD DOCUMENTS
Start date * 12/04/2022 🗐	flooding.	#	1 🚔
Insert date or start date of the disaster event	Organisation impact and	File name	beach 50.jpg (20 KB)
End date *	response **	Description	photo
26/04/2022	roads were wet and got damaged	Uploaded date	12/04/2022
Accountable officer ** William Kerwin			

3. Submissions

To assist you with preparing your submission, there are guidelines and recommendations in the <u>appendix</u>. If you encounter any errors, please refer to MARS Portal user guide - Troubleshooting Errors Alerts and Messages V0.1.

Once an activation for a disaster event has been approved in MARS, the organisation can create submissions connected to the activation that detail the damage that has occurred and request damage relief measures and treatments. The submission is then lodged with QRA who will assess it and determine what relief measures and treatments will be approved.

To create a submission, select **Submissions** from the navigation pane then select **+ New Submission**. Complete the **New submission** form and select **Save**.

		missions			+ NEW SUBMISSION	
Organisation Digital road network	Q 56	New submissio	n	Curre	ent/Active submissions	~
Activated events	Submissi	Event *	North & Far North Queensland Monsoon Trough, 25 J	an value	Date lodged date	
Trigger points		Submission type *	Reconstruction of Essential Public Assets	v		
plications	DRAFT:	Organisation reference * Expenditure type *	org-001 Estimates	() \$163.33		
Program progress		Description	Submission description			
Activation requests						
Expressions of interest Unassigned line items	DRAFT:	* Required fields.		3,235.94		
Submissions						
Delivery programs	DRAFT:			\$745.11		
Transaction register						

- Event is the disaster event the activation has been approved for
- Submission type is the relief measure being requested (refer to <u>https://www.qra.qld.gov.au/funding/drfa/applying-drfa-funding</u> for a summary of the DRFA funding relief measures)
- Organisation reference is your organisation's own reference for the submission
- Expenditure type will be estimates or actuals depending on whether the relief measure has been fully costed or paid for already, or the relief measure has not commenced
- Description is a free text box where you can add a summary of information about the submission.

3.1. Navigate Around a Submission

A Submission is broken up into different tabs and you can progress through completing the submissions by completing the content in each tab.

3.1.1. Details Tab

The **Details** tab displays the summary information on the submission and is where you can upload supporting documents.

Details			Additional			
Event "	North & Far North Queensland Monsoon Trough, 25 Ja	anuary -1 -	Version number:	1	Submission value:	\$59,147.33
Submission type *	Reconstruction of Essential Public Assets		Phase	Pre-approval	Recommended value:	\$0.00
Organisation reference *	IRC		Submission date lodged:		Project funding (incl trigger point):	\$0.00
Expenditure type *			Approved date	N/A	Trigger point deduction:	\$0.00
22	Estimates	•			Contribution:	\$0.00
Construction start date	DD/MM/1999 If construction has commenced provide the actual start date.	<u> </u>				
Submission description	Submission description		Supporting docum	ients (0) 0	+ AD	D DOCUMENTS
Market price ①	Where tender has been awarded prior to lodgemen box to enable the rate on market price lines to be up the schedule of rates. The schedule of rates must be a supporting document in excel format. DELETE SU	odated as per e attached as		eering report. Go	tion to your submission form to the line items page to imp load asset photos.	

3.1.2. Line Items Tab

The **Line Items** tab is where you will be providing details of the relief measures, damage details and treatments you are requesting. Add 1 line item per treatment / relief measure, include photos showing the damage and provide location information (if applicable).

Assigned	15 Q photos Search ph	@	e V 🖻	Ø(0)	J. ///////		1/1	U/ HA	🕼 lma	age Selectio
🖔 Unassigned	A well	No Name			-			T	Me 🔛	asurement
) Upload		Road_CH3218		105358.Jpg		No Ale I			🖉 😂 Lay	ers
		No Name Road	I ⊟ 14/07/2020 Ø 32187				5-2	AN AK	Ba Bas	semaps
		No Name							l≣ Leg	gend
	and the second	Road_CH3250		_105159.jp		NEX 1	and the second second		🖂 Ima	age Filter
		D ■ No Name Road							Dar	mage Rollov
		No Name			40					
	+ NEW MORE	Road_CH3263	100	105058.jp • Auto save	(1 km				>> Col	
Collepse	+ NEW MORE	Road_CH3263	100	Auto save	Asset details	Damage details	E ©			
	+ NEW MORE	Road_CH3263	(1)~ (1)	Auto save	• Tkm	Damage details				
	+ NEW MORE Validations	Road_CH3263	(1)~ (1)	Auto save	• Tkm	Damage details Description	Geo coding	III O		
		Road_CH3263	(1) - C A	Auto save	Asset details	1	Geo coding Coordinates		- +REPA - DEFA	ULT VIEW ~
	Validations	Road_CH3263	(1) ~ (1) ~	# Ph	Asset details	1	Geo coding Coordinates Start X	Start Y	eREPA - DEFA	ULT VIEW ~ End Y

3.1.3. Validation Check Tab

The Validation Check tab contains the line items validation messages (this tab is not for all submission types). When you are ready to lodge your submission, you will run a validation check and MARS will raise messages for any line items that need attention. The validation check process is detailed in <u>Validate Data Quality</u>.

Status: Complete - review messages	Lines total: 64	01		Lines valida	ted: 601	Lines awaiting validation: 0	Lines validated	- messages: 601	Lines validated	d - no messages
Line items validation	Total Value	#		Chainage	mismatch - Chair	nage does not match the asset's	chainag <mark>e in</mark> the d	igital road netw	ork. (16 line iten	ns)
message summary	Total Value	Lines		Id	Asset name	Description	Chainage start	Chainage end	Value	Comment
Chainage mismatch	\$174,648.76	16	ø	000119	Bygana Road	Rutting, and loss of formation	28781	29462	\$7,853.35	Ð
No photo	\$4,384,158.31	601	ø	000120	Bygana Road	Rutting, and loss of formation	29462	29738	\$4,629.92	Ð
Duplicate in another sub	\$4,384,158.31	601	۲	000121	Bygana Road	Rutting, and loss of formation	29738	31272	\$17,690.21	Ð
Distance between dama	\$17,238.06	8	ø	000122	Bygana Road	Rutting, and loss of formation	31272	31520	\$2,859.95	Ð
Chainage not equal length	\$57,771.59	24	ø	000123	Bygana Road	Rutting, and loss of formation	31520	32311	\$9,121.88	Ð
				000124	Bygana Road	Rutting, and loss of formation	32311	32527	\$3,623.43	Ð
				000125	Bygana Road	Rutting, and loss of formation	32527	33635	\$12,777.54	D
				000126	Bygana Road	Rutting, and loss of formation	33635	33929	\$15,587.08	Ð
				000127	Bygana Road	Rutting, and loss of formation	33929	34055	\$1,453.04	ø
				000128	Bygana Road	Rutting, and loss of formation	34055	34374	\$5,351.25	Ð
				000129	Bygana Road	Rutting, and loss of formation	34374	34744	\$4,266.87	D
				000130	Bygana Road	Rutting, and loss of formation	34744	38118	\$56.599.09	Ð

3.1.4. Lodgement Tab

The Lodgement tab is where the submission is lodged from. In this tab, you can see any lodgement restrictions and warnings, you select the lodgement contact person and provide acknowledgements. The lodgement process is detailed in <u>4 Lodge a Submission</u>.



3.1.5. Pending Queries Tab

This tab is only available on lodged submissions. QRA can raise queries against specific line items and the whole submission. You can answer their queries through this tab, or they can add the answer on your behalf, if you provide your response to them by another method, e.g. via email or through a telephone call.

	Line Items (312)	Validation Check 🥝	Lodgement	Pending Queries (2)	Submission History	
Sub	omission queries	l.				
	Due date:					
	Question					
	Have all costs have	been included?				
	Answer					
	Enter response here					
						+ 0
						+0
					8	4
Line	e item queries					
	LAGLAN ROAD (ID	: 000002)				
	LAGLAN ROAD (ID: Due date:	: 000002)				
		: 000002)				
	Due date:					
	Due date: Question					
	Due date: Question Where on the phote					
	Due date: Question Where on the photo Answer				+ 0	+ ©
	Due date: Question Where on the photo Answer				+ 0	+ 0

3.1.6. Submission History Tab

The Submission History tab includes previous phases and any previous versions of this submission. Selecting the **View** icon will open that submission's version in a separate tab in your internet browser.

re-approv	val assessments					
ersion no.	Submission value	Date lodged	Recommended value	Recommended date	Progression	View
	\$66,736.08	13/11/2019	\$0.00		Withdrawn	±.
2	\$67,855.64	15/11/2019	\$50,406.35	20/11/2019	Approved	€
Estimate u	pdate assessments					
	Submission value	Date lodged	Recommended value	Recommended date	Progression	View
Version no.	Submission value					
	\$0.00		\$0.00	20/11/2019	Deleted	2
3			\$0.00	20/11/2019	Deleted	2
3	\$0.00	Date lodged	\$0.00 Recommended value	20/11/2019 Recommended date	Deleted	2 View

3.1.7. Keyboard Shortcuts

These keyboard shortcuts are only applicable to the line items page.

Table 3 Keyboard shortcuts

Keyboard keys	Explanation
Any	Active cell is highlighted (blue).
Single-click	Selects the cell and if you begin to type, cell data will be replaced.
Double-click	Makes the cell editable.
Arrow keys	Use these to select a different cell.
Ctrl + left/right arrow key	Use this to select the first or last cell on the line.
Home or End	Use this to select the top or bottom row on the grid.
PgUp or PgDn	Scroll one page up or down.
F2 key	Changes the cell to be editable.
Enter key	Makes the cell edit (if it is an editable cell).
Space bar	Select / deselect the row.
Tab key	In edit mode, selects the next cell.
Ctrl+D	Select 2 or more values in a column then select Ctrl+D on the keyboard to copy the top value into the other selected cells in the column.

3.1.8. Pop Out the Map

The default layout of the line items page contains the map and the line items as a split screen on the same page. It can be beneficial to separate the map from the line items to view more information on the page. To view a larger version of the map, select the **View in multiple screens** icon.



3.1.9. Create a New Line Items View

You can change the information displayed on the line items grid to better suit your needs or for different types of submissions by creating a new view. Once you have moved, pinned, or added the columns to your preferred positions.

3.1.9.1. Edit the Columns

The line items contain a lot of information, and it may be beneficial to show / hide some of the columns and reorganise the columns as you work through them.



3.1.9.2. Column Settings

Once a column is in the table you can organise it how it best works for you.

Select anywhere in the grey space of a column header then drag the column to reposition it.

Hover over the right side of a column header and this menu appears. Filter to includeAddor excluderemitems in thecolu

Add or remove columns.

		Geo coding			
		Chainage (n	1)	Coordinates	
Site name	Description	Start		10	Start Y
			🚽 🕺 Pin Column	>	
Site name site	Damage description	1	Autosize Thi Autosize All		-18.754819 -18.754819
			Group by St	art	
site	desc	1	Reset Colum	ins 🖕	-18.754819
site	desc	1	51	141,905379	-18.754819

3.1.9.3. Resizing Columns



3.1.9.4. Save the View

From the Line items tab, select the grid view chevron down icon to load the Views menu, and select + New View.

) Auto save	8	_		#SUBMISSION VIEW ~	
	References		Bulk upload 🕧	Grid View Actions	Ē
				+ New View	1
Scope change cate	Id † # Photos		Pre event photos	Default View	
				*	
Scope removed claimed under Emergency Works Change of quantity to	₩ 000002	₽ 7	â	<u>.</u> ^	2 mars 1
	₩000005	<u>4</u>		A	1

For any questions or technical issues please contact support on 3035 6994 or email support@gra.gld.gov.au

Give your view a name and select **Save**. If you want this view to be your default view, select the **Set As Default** checkbox.

View Name	
	Set As Default
	CANCEL SAVE
	CARC

3.1.9.5. Update or Delete the View



3.2. Build the Submission

3.2.1. Import Line Items into MARS

You can build your submission offline using one of the submission forms from the <u>Applying for DRFA</u> <u>funding</u> page on the QRA website (your Regional Liaison Officer (RLO) can also supply you with these) and then import the line items for your submission into MARS. Use the MARS Portal user guide - Submission Guidelines and Troubleshooting for guidelines for preparing and updating submissions.

From the Line Items tab, select the More menu, then select Import form.

Submissions > DRAF	T: 046074 (In development)							🖨 PRINT 🔯 SAV
Details Line Items (0) Va	lidation Check 🤗 🛛 Lodgement Subr	mission His	tory					
Ø ⊘ VALIDATE + NEW) Auto save			B	0 =		REPA - DEFAULT VIEW -
	linghort form	s	Bulk upload	Asset	t details			
X X	🕒 Export line items 🚯							
Notifications Validatio	C Refresh fields	# Ph	Pre	Po Type	. N	lame	Number	Road width (m)
	🖄 Validation report							
	⊘ Re-assign duplicate line item IDs							
	Clear all current filters							

Select **Choose File**, navigate to the file and select **Open**. A warning will display for any line items that may need attention during the submission. You can edit the file to address the warnings or import the file with the warnings and address the line items in MARS. When you are ready to import the file, select **Import Line Items**. Refer to MARS Portal user guide - Submission Guidelines and Troubleshooting for information on the action required for any warnings that appear when importing line items.



3.2.2. Add Line Items Directly in MARS

If you want to add line items directly into MARS, from the **Line Items** tab, select **New** and a new line will be added below any existing line items. Red cells on the row indicate mandatory information and blue cells indicate it is recommended to complete them because it is likely that QRA will request the information during their assessment. When the line item has been populated, select **Save**.

etails Line It	ems (19) Validation Check 🥝 L	odgement Submission H	listory				
⊘ VALIDATE	+ NEW MORE ~ 😧 LINE IT	MS (0) 🚽 📃 🌔 Auto sav	re	B	@ 	ØRE ØRE	PA - DEFAULT VIEW ~
		References	Bulk upload	Asset details			
Notifications	Validations Comments	ld ↑ # Ph	Pre Po	Туре	Name	Number	Road width (m
6	A Validations	@000017	80	Road - gravel	Tabletop Road	R39	7.00
	incomplete						
6	A Validations	€000018	0	Road - gravel	Tabletop Road	R39	7.00
	incomplete						
	∆ Validations	€000019	a	1			

3.2.3. Use the Chainage Fields to Populate the Length Field

When creating a new line item, you can use the chainage fields to automatically populate the length field. This will only work when the length of treatment correlates to the length between chainage and when the length is blank.

Note - Chainage is not used in all submission types

Enter an amount into the **Start** and **End Chainage (m)** text boxes and when you click out of the **End** text box, the **Length** automatically populates.

			IS (1) -	Auto save						8 0	D i=	8
Geo coding						Treatment details						
Chainage (m)		Coordinates										
Start	End	Start X	Start Y	End X	End Y	Estimate method	Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantit
•									•			_
1	400	142.250587	-18.205453	142.25235	-18.209341	Benchmark estimate	Medium formation grading	i≣m		6	A	€0.00

3.2.4. Add Photos

There are three ways to update photos into MARS:

- 1. Photos can be directly added to one or more selected lines
- 2. Be automatically assigned to line items in MARS based on the GIS metadata in the photo
- 3. Added to each line based on the information provided in the photo reference columns on a submission form

The photo upload process is documented in detail in the MARS Portal user guide – Upload photo evidence to submission on the QRA website.

Photos can be manually added to a line item by first selecting the line item then select **Upload photos**, drag and drop the photos or select Browse and open them from your device then follow the prompts in the upload photo wizard.



Refer to the MARS Portal user guide – Upload photo evidence to submission on the QRA website for details on uploading photos.

3.2.5. Highlight Line Items

Line items can be highlighted for various purposes such as:

- marking lines that need further attention
- tracking progress of an internal review

Select one or more line items and select highlight selected line items from the line items menu.

⊘ VALIDATE	+ NEW MORE ~	LINE ITEMS (3) V Auto save
		년 Clone
		🗇 Delete
Notifications	Validations	Con @ Populate chainage from coordinates
		Populate coordinates from chainage
ASSET - NO CHAI		S Accept Draft Review Recommendations
	incomplete	[D Copy to submission
ASSET - NO CHA	NAGI 📣 Validations incomplete	→ Move to submission
	incomplete	→ Move to unassigned
ASSET - NO CHAI	INAGI . 🛆 Validations incomplete	\mathscr{Q} Highlight selected line items \rightarrow
	incomprete.	Remove highlight from selected line items

To highlight lines, select Highlight selected line items, then select the colour you wish to use to highlight the line. Highlighting can be removed by selecting one or more line items and selecting **Remove** highlight from selected line items from the line items menu.

To filter on certain coloured line items, select **Filters** on the right side of the line items grid, and select **General** from the drop down then select the colour(s) of the line items that you wish to filter by.

O Auto save		rᄆ Clone		₽NEV	V VIEW 1 ~	
] Notifications	Validations Con	Delete Populate chainage from coordinates Populate coordinates from chainage	As ~ S ~ Ge Ty			E Columns
ASSET - NO CHAINAGI	A Validations incomplete	⊘ Accept Dealt Review Recommendations [□ Copy to submission → Move to submission				► Filters
ASSET - NO CHAINAGI	A Validations incomplete	→ Move to unassigned	> No	otifications		4-
ASSET - NO CHAINAGI	A Validations incomplete	Remove highlight from selected line items				
ASSET - NO CHAINAGI	▲ Validations incomplete	000004				
ASSET - NO CHAINAGI	▲ Validations incomplete	€000005	> ld	Photos		

3.2.6. Copy Line Items to a Submission

To copy line items to a new submission or another submission, select the line item(s) then select **Copy** to submission from the **Line Items** menu.

🚺 Auto s	ave	F	r ⁻		Wr.	4NE\	V VIEW 1~
		1 1	Delete O Populate chainage from coordinates		Asset details		
- Notificat	ions Validations	Con	Populate coordinates from chainage	. 1	Туре		Name
			O Accept Dialt Review Recommendations				÷
ASSET - N	O CHAINAGI A Validations incomplete		C Copy to submission		Road - gravel		Beach R 🔶
2	incomplete		→ Move to submission				
	O CHAINAGI 🛆 Validations incomplete		\mapsto Move to unassigned		Road - gravel		Beach R
ASSET - N	O CHAINAGE 🗥 Validations				Road - gravel		Beach R
	incomplete		∑Remove highlight from selected line items		noau - graver		Deach
	O CHAINAGI 🛆 Validations incomplete	_	B000004 B0		Road - gravel		Beach R

Select the submission from the **Copy Line Items and Photos** popup window, then select either **+ New Submission** or **Copy to Submission**.

rns Regional Cou	Copy Line Items	and Photos				INT 🖹 SA	VE
Organisation	Submission	Phase	Org reference	Expenditure type	Event		
ligital road netw	O DRAFT: 000861	Pre-approval	CRC - Immediate Reconstruction Claim 2	Actuals	North & Far North Queensland Monsoon Trough, 25 Jan		(h)
Activated events							***
lications							8
rogram progres						Sec. 1.	
xpressions of in						100	目
nassigned line if							
upmissions							
elivery program				+ NEW	SUBMISSION CANCEL COPY TO SUBMISSION		
covery program							~

If you are copying to a new submission, complete the **New submission** form and select **Save**.

Submission	Phase	Org reference		Expenditure type	Event	100 C	
DRAFT: 000861	Pre-approval	CRC - Immedia	New submissidin			n Queensland Monsoon Trou	gh, 25 January - 14 February 2019
			Event *		*		
			Submission type *		*		
			Organisation reference *				
			Expenditure type *		*		
			Description Submission desc	cripbon			
			* Required fields.		10		
			The garries merces				
				CANCEL	BSAVE	+ NEW SUBMISSION	CANCEL COPY TO SUB

3.2.7. Move Line Items and Photos

Line items and photos can be moved to a new submission or a draft submission. Line items (including photos) can be copied from a lodged, withdrawn, or approved submission to another draft submission of the same type.

Select the Line item(s), then select **Move to submission** from the **Line items** menu. From the **Move Line Items and Photos** popup, select **+ New Submission** or select the submission from the list and select **Move to Submission**.

	Submission	Phase	Org reference	Expenditure type	Event
	0.00.0000.0002.1120.01111	Lounde aparte		Lotinated	
С	DRAFT: 045507	Pre-approval	testw	Estimates	North & Far North Gueensland M
С	DRAFT: 045510 Draft Review	Pre-approval	test GIS	Estimates	North & Far North Queensland M
С	DRAFT: 045511	Pre-approval	MARS-1368	Estimates	North & Far North Queensland M
С	DRAFT: 045527 Draft Review	Pre-approval	t	Estimates	North & Far North Queensland M
С	DRAFT: 045529 Draft Review	Pre-approval	lots of lines	Estimates	North & Far North Queensland M
0	DRAFT: 045545 Draft Review	Pre-approval	testw	Estimates	North & Far North Queensland M
C	CrSC.0087.1819E.REC: DRAFT	Estimate update	test 8.0	Estimates	North & Far North Queensland M
С	DRAFT: 045593	Pre-approval	V8 v3	Estimates	North & Far North Queensland M
C	DRAFT: 045597	Pre-approval	v8 v4	Estimates	North & Far North Queensland M
C	DRAFT: 045664	Pre-approval	test 8.0	Estimates	North & Far North Queensland M
6	DRAFT: 045668	Pre-approval	test 8.0	Estimates	North & Far North Queensland M

3.2.8. Clone Line Items

Select the line item to clone then select **Clone** from the Line Items menu followed by **Save** (photos are not cloned with the new line and must be added manually or in bulk).

	DRAFT: 04						T 🗟 SAVE	B
		_	LINE ITEMS (1) V Auto save	EPA - ES	E TIMATES	© ∷≣ - EXTERNAL - ESTIMA	TE UPDATE~	כ
Notificati	ons Validations	Con	Clope Delet Populate chainage from coordinates Populate coordinates from chainage	Bulk upl	oad Po	Asset details	Name	
	Valuations	con	© Accest Dreft Person Recommendations	Trem.	10	type	Hume	4 4
	🗘 1 Message	У	⊡ Copy to submission			Road - gravel	Beach I *	•
≜ □	© 3 Messages	У	\mapsto Move to unassigned			Road - gravel	Golden	
а П	D 3 Messages	У	 ∠ Highlight selected line items >			Road - gravel	Golden	
-		Y	1000011 III0			Road - gravel	Golden	

Scroll to the bottom of the grid (or select Ctrl+End on your keyboard) to view the new cloned line item and update the line item as required.

3.2.9. Export Line Items

Line items can be exported from the grid to an Excel document (exported line items do not include any hidden columns or filtered information). Select the line item(s) then select **Export line items** from the **More** menu.

Detail	s Line Items (3) Va	lidation Check 🥝 Lodgement Sub	omission Histo	iry	
0	VALIDATE + NEW	MORE - LINE ITEMS (1) -) Auto save		
		(3) Import form	•	Bulk upload	Asset details
		🕒 Export line items			
	Notifications Validatic	Ø Refresh fields	# Ph	Pre Po	Туре
		🕑 Validation report			
8	🛆 Vəlida	⊘ Re-assign duplicate line item IDs	<u>@</u> 3		Road - gravel
	псотря	Clear all current filters			
ŵ	A Valida	-	⊜2		Road - gravel
			⊜2		Road - gravel

Select **OK** to confirm your understanding of the disclaimer and the export can be viewed by opening the downloaded Excel file.

Disclaimer	
Please note, MARS operates as QRA's controlle data is considered uncontrolled.	d data source. Once exported all

3.2.10. Add Supporting Documentation

Supporting documents that relate to the whole submission can be added to a draft submission. Select **Add Documents** then navigate to the location of the file on your computer, select the document from your file browser, then select **Open**.

Croydon Shire Council Organisation	Details Line Iter	DRAFT: 04607 ns (0) Validation Check	 4 (n development) ⊙ Lodgement Submissi 	on History			0	PRINT E SAVE
Digital road network	Details				Additional			
Trigger points	Event * Submission type *		Sueensland Monsoon Trough, 25 Ja Issential Public Assets	inuary +	Version number: Phase Submission date lodg	1 Pre-approval Ed: N/A	Submission value: Recommended value: Project funding (incl	\$0.00 \$0.00 \$0.00
Applications Program progress	Organisation references	Open ← → ← ⊕ → This PC	> Documents >	× 0 P	Search Documents	< N/A	trigger point) Trigger point deduction Contribution	\$0.00
Activation requests	Construction start	Organise • Newfolder		* 0 7-	lii • 🔟 🔮	l	Contribution.	30.00
Expressions of interest Unassigned line items	Submission descr	This PC 1	Name	Date modified 5/05/2023 2:21	PM File folder	nents (0) 🕜		
Submissions		Desktop Documents Downloads	Music My Shapes New folder	5/05/2023 9:34 12/07/2023 3:3 20/06/2023 10	25 PM File folder 10 AM File folder		+ 400	DOCUMENTS
Delivery programs Transaction register	Market price	Countedas Music Pictures Videos	Offline Records (QD) Pictures Snagit User Guides	13/07/2023 34 13/07/2023 34 10/05/2023 11 2/06/2023 115	12 PM File folder :19 AM File folder	fi bere are in additi	on to your submission form	and photos e o
	* Required on s	Windows (Ci)	Submission_document	5/05/2023 9 3	I AM File folder	🖌 eering report. Go I	to the line items page to impload asset photos.	
					Rpen 🔫 Cancel			

An acknowledgement will popup. Select I Agree.



From the **Document details** window, select the **Document type** and enter a **Description** then select **Proceed**. The document will be included in the **Documents** section where you can download or delete it. Select **Save** to update the Submission.

Details				Additional			
ivent *	North *		anna Teacab - TE Income	Version number:	1	Submission value:	\$0.00
ibmission type * ganisation reference *	Recon org-00	Document deta			Pre-approval N/A	oval Recommended value: Project funding (incl trigger point):	\$0.00 \$0.00 \$0.00 \$0.00
penditure type *	Estim	stim Submission_docu	ument.txt		N/A	Trigger point deduction	
onstruction start date	CO/Ms	Document type *	Cover Letter and Submission	Documents ~			
ibmission description	Siom	Description *	submission documents		anta (1) 🛛	+ AD	DOCUMENTS
	- Whe		Г	CANCEL PROCEED	1		
irket price 0	box				SUBMISSION	DOCUMENT.TXT (390 8)	
	per	hed as a supporting docume	ent in excel format.	Document type		DOCUMENT.TXT (390.8) d Submission Documents	
	per	hed as a supporting docume	ent in excei format.	Document type Description		d Submission Documents	
arket price	per	hed as a supporting docum	est in excel format. DELETE SUBMISSION		Cover Letter an	d Submission Documents	

3.3. Include Market Price Before Lodging

If you receive the awarded schedule of rates before you lodge the submission you can update the schedule of rates for a more accurate costs assessment. If you don't have them, you can skip this and go to <u>3.4 Validate Data Quality</u>.

3.3.1. Enable Market Price Update

If one or more line items has an estimate method of **market price** and the rates for a REPA submission are obtained before the submission is lodged, return to the **details tab** and tick the Market price flag then select **Save**.

tails Line Items (3)	Validation Check 📀 Lodgement Sub	mission History
Details		
vent *	North & Far North Queensland Monsoon Trough	, 25 January - 14 Feb 👻
ubmission type *	Reconstruction of Essential Public Assets	Ŧ
Organisation reference *	repa betterment	
xpenditure type *	Estimates	*
onstruction start date	DD/MM/YYYY	<u></u>
	If construction has commenced provide the actual start dat	te.
ubmission description	Submission description	
larket price	Where tender has been awarded prior to lodg enable the rate on market price lines to be up of rates. The schedule of rates must be attach document in excel format.	dated as per the schedule

3.3.2. Filter to Show Only Market Price Lines

From the **Line items** page, select the right side of the **Notifications** header to view the filter menu and select **Market price not provided**. This will display only line items with the selected option in the grid.

Notificati 5	ts	Reason for update
Select All MARKET PRICE REQUIRED INFO (Blanks) Market price not provided		
MARKET PRICE REQUIRED INFO		

3.3.3. Update the Market Price

To update the market price for the line item, scroll to the right to the **Rate** column then double-click in the **Rate** grid cell and enter the market price listed from the schedule of rates for each line item with a **market price not provided** notification.

⊘ VALIDATE	+ NEW MORE ~	LINE	ITEMS (1) v	Auto save				PREPA - ES	TIMATES - EXTERNA		ATE~
Treatment details							Cost breakdown				
							Direct costs			Indirect costs	
Estimate method	Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantity	Rate	Value (excl GST)	Project mana	Escalation	Contir
								\$2,543.60	\$381.55	\$0.00	
Market price	Heavy formation grading incorporating 50mm of imported material	∭ m3	10.00	1.00	1.000	€10.000	13553	≙\$1,355.30	≙\$203.30	≙\$0.00	
Market price	Heavy formation grading incorporating 75mm of imported material	m3	10.00	1.00	1.000	€10.000	\$118.83	≙\$1,188.3 0	≙\$ 178.25	≙\$0.00	

3.3.4. Attach the Schedule of Rates

Select **Schedule-of-rates** for the **Document type** and provide a description. Refer to <u>3.2.10 Add</u> <u>Supporting Documentation</u> for the steps to attach a document and.

Document det	aile	
Document det	ans	
submission_forr _repa_pre_app	n roval_7_june_2021_version_1_2.xlsx	
Document type *		
Description *	Business Case Certification Cover Letter and Submission Documents Engineering Report General Ledger	
	Other Tax Invoice Video TMR photo report	
	Schedule-of-rates Expression Of Interest New Document Type	

3.4. Validate Data Quality

Where it is displayed, a validation check is mandatory, and you will not be able to lodge a submission without one. When you run a validation check it checks the submission data against the submission requirements and/or the Digital Road Network data to ensure that the data being lodged in the submission is correct. When you are ready to run a validation check, select **Validate** on the **Line Items** tab.

Details	Line Items (8)	Validation Check 🧭	Lodgement	Submission History
Ø VAI	IDATE + NEV			Auto save

The outcome of the validation check will display the number of line items that have been validated and the number of line items that have messages that flag things that need to be addressed.

Lines total	8
Lines validated	8
Lines awaiting validation	0
Lines validated - messages	8
Lines validated - no messages	0

All validation messages must be addressed before you lodge your submission. You can address the message by amending the line item or by adding a comment to the message that explains the discrepancy. The validation messages with descriptions and the action required is in the appendix at the end of this document.

There are two ways you can address messages on the validation check page:

- 1. In Bulk adding a comment to all messages of the same type
- 2. Individual line items adding a comment to each line item individually

etails Line Items (8)	Validation C	heck 🥑	Lodg	gement Sub	mission History					
Status: Complete - review messages	Lines total:	8		Lines validate	d: 8 Lin	es awaiting validation	0 Lines valio	ated - messages: 8	Lines validate messages: 0	d - no
Line items validation				No photo -	No photo has been a	attached to the line	item. (8 line item	s)	•	
message summary	Total Value	Lines		Id	Asset name	Description	Chainage start	Chainage end	Value 🚺	Comment
No photo	\$35,940.10	8	ø	000001	Bore Field Road		1	51	\$1,093.09	Ø
Duplicate in submission	\$31,547.04	6	Ð	000002	Bore Field Road		1	51	\$3,299.97	Ð
Distance between da	\$31,547.04	6	ø	000003	Bore Field Road		3	151	\$7,215.71	Ð
Chainage not equal len	\$31,547.04	6	Ð	000003	Bore Field Road		3	151	\$7,215.71	æ
				000003	Bore Field Road		1	151	\$7,215.71	œ
				000004	Bore Field Road		1	151	\$3,299.97	Ð
				000004	Bore Field Road		1	151	\$3,299.97	۲
				000004	Bore Field Road		1	151	\$3,299.97	0

A validation report can be generated and emailed to you to help address validation messages. Select **More** and select **Validation report** from the menu.

, and	lation Check 🥝 🛛 Lodgement 🛛 Su	ubmission History				
W M	IORE - LINE ITEMS (0) -	O Auto save				
	용 Import form	0				
		nissing	References		Bulk uploa	bi
	2 Validation report	Comments	ld ↑	# Ph	Pre	Po.
	⊘ Re-assign duplicate line item IDs					
	Clear all current filters					
	validation	Import form validation report will be emailed to you with all the n mponents in the submission Validation report m O Re-assign duplicate line item IDs	Import form Validation report will be emailed to you with all the missing mponents in the submission Validation report	Import form Import form Import form Import form Import form Import form Import for the submission Import for the submission	Import form Import Import form Import Import form Import form Imp	Import form Import form Import form Import form Import form Import form Ore-assign duplicate line filem IDs

3.5. Digital Road Network (DRN)

You can download a copy of your digital road network for the submission (downloading your organisation's DRN is not currently available). Select **Digital road network** from the Navigation pane then select **Download DRN**. From the Download Digital Road Network popup, select **For Submission**, then select the submission followed by **Submit**. If you don't see the Download DRN button, contact your RLO and ask them to contact QRA to request the permission to be applied to your profile.



You can then choose a DRN format to download and select **Close** when you have downloaded the file(s).



3.6. Digital Road Network (DRN) Update

When the DRN for your organisation has been updated in MARS, some asset records may be impacted.



Impacted asset records are visible in two ways:

- On the lodgement page after running a validation check
- Within the notifications column of affected line items

After a validation check, open the **lodgement** tab and any lodgement restrictions relating to DRN will be displayed.

To address the impacted lines, the asset(s) need to be re-selected. Navigate to the **line items** page and filter the **notifications** to only show **Asset requires re-selection**.

Impacted line items will display below the notification message.

To re-select the asset, double click the asset name to edit the field. Delete the asset name then begin typing the asset's name and select it. Once the asset has been re-selected, the notification and lodgement restriction will be removed.

4. Damage Rollover

Damage rollover is used to view progress on treatment works to prevent duplicating submission requests. When a line item has been validated, you can view the damage area and see if there are any in progress treatments currently being done on another submission. Select the Damage Rollover icon and use the options to view Proximity, Rollover Treatment Category and Financial Years.



5. Lodge a Submission

When you are ready to finalise and have your submission assessed by QRA, select the **Lodgement** tab. Any lodgement restrictions and warnings will be displayed on the left side of the page. Lodgement restrictions are displayed in red and must be addressed before lodging the submission and lodgement warnings will display a yellow triangle with an exclamation mark. Lodgement warnings will not prevent the submission being lodged, but any missing information may result in requests from QRA during the assessment process.

When all lodgement restrictions have been addressed, the submission can be lodged.

The submission must be lodged by the CEO (or accountable officer with a MARS access role that provides permission to lodge a submission). This is to certify that information has been reviewed and approved by someone with the appropriate authority.

Select a Lodgement contact name then tick the acknowledgements and select Lodge Submission.

ubmissions > DRAFT: 046074 (ndevelopment)		⊟ PRINT SAVE
etails Line Items (20) Validation Check O Lodgement Submission I Submission lodgement	History	
 Lodgement restrictions No lodgement restrictions identified. 	Lodgement details Contact *	Garry Pickering
 Lodgement warrings Please note that the usersement, you may not meet the minimum requerements for its assessment. You may still be able to lodge this submission but additional information will be requested by QBA, which may impact assessment and approval processing times. ▲ Line items with blue validation messages should have all messages addressed. ▲ Line items missing recommended information. Please look for missing values highlighted in blue on the line items page. 	Acknowledgement	All evidence to support this claim has been provide Jo Ransome certify that: the submission is a true and accurate record of the works required to restore assets damaged as a micriter sturt of the activated distance to their pre- disater function al photographic and other evidence supplied is a true and accurate record of the pre-event and/or post-event transdard of the asset the approved scoke of works in accordance with requirements outline in the Commowable Desater Recovery: Funding Arangements and the devention
	* Required on lodger	

When the submission is lodged, it is given a unique reference number and its status becomes Lodged.

Status	Definition
Approved	QRA CEO has approved the submission.
In development	A draft submission is with council for development and review.
Lodged	Submission has been lodged and is being assessed.
Returned	Initiated by QRA in consultation with the organisation. Organisation does not intend to re-lodge under the same event. If the event name needs to be changed, a submission is 100 per cent ineligible or there is a superseded error, the submission will be returned rather than withdrawn.
Withdrawn	Initiated by QRA. Organisation intends to amend and re-lodge.
In-field	Submission is part of an in-field assessment (also called Draft Review).

Table 4 Submission status definitions

6. Respond to Assessment Queries

After a submission has been lodged, a new tab called **Pending queries** is created. In this tab you can view and respond to assessment queries raised by QRA.

When a query is raised, the nominated **Submission contact** will receive an email notifying them that there are queries to address and the dashboard will also contain a link to go directly to the Pending queries tab in the submission.

The **Pending Queries** tab separates out line item and whole of submission queries. To respond to a query, type a response in the **Answer** text box (you can add photos and documents as attachments to support your response), and select the send icon. QRA can add the response if you have provided it by another means, e.g. via email, text or phone but will not be able to update it, if there is already any text in the answer box.

Once query responses are returned to QRA, they will no longer appear on the **pending queries** page. Responses can be viewed on the **line items** page in the **queries** tab in the photo panel.

ubmission querie	es		
Due date:			
Question			
Have all costs ha	ve been included?		
Answer			
Enter response he	ste		
			+ 0
			a 4
ine item queries			
ine item queries			
LAGLAN ROAD (
LAGLAN ROAD () Due date: Question			
LAGLAN ROAD () Due date: Question	ID: 000002)		
Due date: Question Where on the ph	ID: 000002) Noto is the damage?		
LAGLAN ROAD (I Due date: Question Where on the ph Answer	ID: 000002) Noto is the damage?		
LAGLAN ROAD (I Due date: Question Where on the ph Answer	ID: 000002) Noto is the damage?		+0 +0

7. Estimate Updates

Estimate updates are changes to the estimated reconstruction costs on Approved submissions and include:

- market price updates (approved submission)
- scope change
- estimate method change
- reprosecution (requested by council to reassess ineligible lines)

All REPA submissions and estimate updates must be lodged with QRA within nine (9) months (by 31 March) following the commencement of the financial year of the disaster event. Applicants should seek advice from their QRA Regional Liaison Officer prior to requesting and lodging an estimate update.

Refer to MARS Portal user guide - Estimate updates for full details on completing Estimate updates.

8. Manage Submission Data in Unassigned Line Items

The **Unassigned line items** section is where you can sort and group line items prior to creating a submission. Creating unassigned line items may be a suitable option if:

- the event has not yet been activated but the organisation would like to start capturing submission data
- the organisation has not yet decided how to group line items for a submission

The steps to add line items to the unassigned line items tab are the same as the submission process. Unassigned line items do not have any rates or values and that information will be available when data is moved to a draft submission and the event has been selected.

Select **Unassigned line items** from the navigation pane then select the submission type. The line items page will open where you can manage the unassigned line items.

QRA	QUEENSLAND RECONSTRUCTION AUTHORITY	? Need help
saac Regional Council	Unassigned line items •	
Organisation		Select a submission type
Digital road network	Please select a submission type	Reconstruction of Essential Public Assets
Activated events		Queensland Resilience and Risk
Trigger points		Reduction Fund Activity
		Queensland Resilience and Risk
Applications		Reduction Fund Infrastructure
Program progress		
Activation requests		
Expressions of interest		
Unassigned line items		

9. Assessment Outcome

When QRA has completed their assessment and the submission is approved, you will be able to see the outcome of the assessment.

From the **Line items** tab, scroll to the right of the grid and the assessment outcome is in the blue section (you can also edit the columns to only show the assessment outcome report).

Submitt	Assessment outcome							Pivot Mode	
References	Assessed area						Recom	✓	
ld ↑	Chainage Start	Chainage End	Start X	Start Y	End X	End Y	Treatm	 ✓ ☑ Ⅲ Assessment outcome ✓ ☑ Ⅲ Assessed area 	
000001	€7,150	€7,180	148.325114	≙ -21.99608	148.325191	≧ -21.996294	Heav gradin 50mm		
000002	€7,150	7,180	148.325114	₽ -21.99608	148.325191	₽ -21.996294	Grav		
000003	₽7,225	7,345	≙ 148.3254	≙ -21.997	≙ 148.3258	≙ -21.9978	ingrav 100mn		
000004	€10,650	€10,710	148.340115	-22.023762	148.340464	-22.024075	Heav gradin	C David Caralan	
000005	€10,650	@10,710	148.340115	∂ -22.023762	148.340464	∂ -22.024075	Grav		

10. Delete a Submission

Deleting a submission is a permanent action. Submissions should only be deleted if you do not intend to lodge that submission at all in the future. An alternative to deleting the whole submission could be to only delete data from the line items page and add new data.

To delete a submission, select Delete Submission from the Details tab.

	Validation Check 🥝 Lodgement Su	bmission Hist
Details		
Event *	North & Far North Queensland Monsoon Troug	h, 25 Jan 👻
Submission type *	Reconstruction of Essential Public Assets	*
Organisation reference *	org-001	
Expenditure type *	Estimates	¥
Construction start date	DD/MM/YYYY	(iii)
	If construction has commenced provide the actual start of	late.
Submission description	Submission description	
Market price	Where tender has been awarded prior to loc check this box to enable the rate on market	price lines to
	be updated as per the schedule of rates. The	
	rates must be attached as a supporting docu format.	intent in excer

On the advisory message, you must type the submission's number to avoid accidental deletion. Enter the submission number and select **Delete.** This action cannot be reversed.



11. Re-lodge a Withdrawn Submission

When an amendment to a submission is required, QRA can withdraw a submission to enable your council to make changes.

Contact <u>support@qra.qld.gov.au</u> to request the submission be withdrawn, or alternatively you may be contacted if QRA requires a submission to be updated.

For Estimate updates, new assets cannot be introduced to a withdrawn submission. Please create a new submission for any new assets. New line items can be added to a withdrawn submission if the asset already exists in the submission.

To edit a withdrawn submission, select the **Lodgement** tab followed by **Re-Lodge** then select **Yes** on the alert.

s Line Items (609) Validation Check 🛞 Lodgem	ent Pending Queries (0) S	ubmission History	
omission lodgement			
Lodgement restrictions	Lodgement details		
✓ No lodgement restrictions identified.	Contact 1 Richard Madden		
Lodgement warnings Please note that the submission may not meet the minimum requirements for assessment. You may still be able to lodge this submission but additional information will be requested by QRA, which may impact assessment and approval processing times. A Line items with blue validation messages should have all messages addressed.	Acknowledgement	All evidence to support this claim has been provided I, Richard Madden certify that: • the submission is a true and accurate record of the works required to restore assets damaged as a direct result of the activated disaster to their pre-	
Re-lodge Submission		aster function all photographic and other dence supplied is a true and urate record of the pre-event 1/or post-event standard of the et, and demonstrates event	

The submission's status will be changed to **In development** and the next version number is displayed in the **Additional** section in the on the **Details** tab.

Additional			
Version number:	3	Submission value:	\$0.00
Phase:	Pre-approval	Recommended value:	\$0.00
Submission date lodged:	N/A	Project funding (incl	\$0.00
Approved date:	N/A	trigger point):	
		Trigger point deduction:	\$0.00
		Contribution:	\$0.00

Appendix – Submission Preparation Guidelines and Recommendations

Overview

This submission guidelines provides information to support you in preparing your submission for disaster relief funding. Following the guidelines below will help you to prepare the submission in the correct way and will reduce the risk of generating any errors when you import a submission file, update the submission in MARS and lodge the submission to QRA.

Disaster Recovery Funding Arrangement Eligibility

Disaster Recovery Funding Arrangements are only available to assets that are considered essential public assets and your organisation must be activated for the relief measure.

Please check with your Regional Liaison Officer (RLO) that:

- Your organisation has been activated for the relief measure (for guidance on the different relief measures, refer to <u>Submission overview – DRFA</u> on the QRA website).
- The asset(s) and costs meet the DRFA eligibility criteria as defined in <u>Eligible essential public</u> <u>assets – DRFA</u> on the QRA website.

Photographic Evidence

To claim the eligible costs for the reconstruction of an eligible asset damaged by a disaster activated under the Disaster Recovery Funding Arrangements (DRFA), submissions must be supported by visual and geospatial evidence. Clear, geotagged photos that are .jpg file format are the best way to provide this evidence.

Please check:

- There are geotagged photos to support each damaged asset and/or site that meet the requirements of the photo evidence checklist defined in <u>Photo evidence</u> on the QRA website
- There is at least one pre-event photo per line item included in the submission (not essential for Counter Disaster Operations (CDO) submissions)
- There is at least one post-event photo per line item included in the submission (not essential for Counter Disaster Operations (CDO) submissions)
- Each photo is clear and the post-event damage is easy to see
- Each photo is a .jpg file type
- Each photo has been taken within your organisation's local government area (LGA) or there are comments to explain any photos taken outside of your organisation's LGA
- Each photo was taken within 50 metres of the asset and the damaged area
- Each photo has retained its location metadata

Digital Road Network (DRN)

QRA relies on Digital Road Network (DRN) data to help verify the location of essential public assets to assist in determining the eligibility of reconstruction works being claimed. The DRN data in MARS assists your organisation to view your submission and assessment information geographically on a map.

MARS is case sensitive, which means that spelling, case, and symbols must be an exact match between the DRN and your submission.

Please note that it will take approximately four (4) weeks for any updates to the DRN to display in MARS and this timeframe must be considered when preparing your submission.

Please check:

You have received an export of your organisation's DRN in MARS or you have downloaded the submission's DRN.

- Talk to your RLO to request an export of your DRN from MARS
- Request the spatial template ESRI and excel files
- Download the submission's DRN from the portal (refer to <u>3.5 Digital Road Network</u>)

Review the copy of your DRN:

- Are there any new assets?
- Have any assets been removed?
- Has there been any changes to existing assets (name, ID, chainage, length, etc.)?
- Are the assets details correct and meet the road centreline and chainage data detailed requirements as described in <u>chapter 4. Road Centreline and Chainage Data Detailed</u> <u>Requirements</u>?

If the answer to any of the above questions is yes, please update your DRN in the MARS export and check that all spatial data is in this format:

- ESRI / ARC GIS file, or
- GIS Database record, or
- shapefile, or
- 10m chainage points.

Please return your DRN to your RLO and to <u>support@gra.qld.gov.au</u> Return the DRN even if there are no changes to ensure that your organisation's DRN and QRA's version of your DRN is the same.

Road Centreline and Chainage Data Detailed Requirements

Road Centreline Data

- Each road asset has its own centreline
- Segmented centrelines have a unique identifier that designates the entire asset, i.e. asset ID and/or name
- Each road asset (single centreline) has a unique asset ID, unique name and the name is spelt correctly
 - QRA recommends merging the asset name with the asset ID to create a unique name, e.g. Smith Street QRA123
 - QRA recommends using an underscore, hyphen or single spaces only, to separate sections of the asset name, e.g. Smith_Street
- Dual carriageways can only be one of these options:
 - Two centrelines with a unique name and asset ID per direction, e.g.
 - 'Road Name' (Northbound) Asset ID 1234_N
 - 'Road Name' (Southbound) Asset ID 1234_S
 - One centreline with a single name and asset ID, e.g. 'Road Name' Asset ID 1234.

Chainage Data

If your organisation is not using coordinates on a submission, i.e. chainage only, it is important the chainage data is supplied as part of the DRN.

Chainage data helps the assessor view the damage as if they were walking from one end of a road to the other. This works best if QRA and the organisation are walking down the road in the same direction.

All chainage data is to include a unique asset name and asset ID as this links to the road centreline data.

Actual road length (minimum and maximum chainage) is required because the actual road distance can be different to the spatial line length, e.g. on a hilly road.

Damage pick up activities and QRA submission assessment should be done using the same centreline and chainage dataset. If using third-party software or resources to capture damage data, make sure you supply the same DRN dataset (centreline and chainage) to QRA.

To accompany the road centreline data, an organisation can supply one or more of the following:

- Chainage points set to regular intervals, e.g. 10m points (metres must be in whole numbers)
- A point feature layer that identifies the chainage start point and includes attributes, e.g. the actual road length
- A table containing the asset name, asset ID and XY coordinates of the start point and actual road length.

If the chainage requirements cannot be provided, MARS will only validate against the start and finish XY coordinates included in the submission. MARS can populate chainage based on the provided coordinates and a rudimentary chainage calculation (starting from the top left position). Distance is calculated based on the projected length.

Submission Type Guidelines

Counter Disaster Operations (CDO) Submission Guidelines

A CDO submission is used to:

- prepare for and track CDO activities undertaken in response to an eligible disaster
- identify the necessary details and evidence required to seek reimbursement under the Disaster Recovery Funding Arrangements (DRFA) and the Queensland Disaster Relief and Recovery (QDRR) Guidelines. This includes CDO activities undertaken, associated costs, dates and locations, and supporting evidence
- detail each activity undertaken and the associated cost type
- provide details to support a claim for payroll backfilling costs

Emergency Works (EW) Submission Guidelines

An EW submission is used to:

- prepare for and track EW temporary repairs to assets damaged by an eligible disaster
- identify the necessary details and evidence required to seek reimbursement under the DRFA and the QDRR Guidelines. This includes details of the EW undertaken, when and on which eligible assets, evidence of eligible disaster damage to the asset and evidence of expenditure.
- detail the EW completed on impacted eligible assets

Immediate Reconstruction Works (IRW) Submission Guidelines

The IRW submission is used to:

- prepare for and undertake damage assessments and IRW to permanently restore assets damaged by an eligible disaster
- identify necessary details and evidence required to seek reimbursement under Disaster Recovery Funding Arrangements (DRFA) and Queensland Disaster Relief and Recovery (QDRR) Guidelines November 2018. This includes locations of assets, details and evidence of the exact locations, nature and extent of event damage to the eligible asset, pre and post disaster evidence linking the damage to the disaster as well as details and photo evidence of completed works
- detail each treatment completed to reconstruct the event damaged asset
- provide actual quantities and actual cost of completing identified treatments

Reconstruction of Essential Public Assets (REPA) Submission Guidelines

A REPA submission is used to:

- identify and provide necessary data and evidence in response to an eligible disaster, including asset locations and damage assessments, demonstrating the exact locations, nature and extent of damage to eligible assets caused by the eligible disaster, to meet DRFA requirements
- select from the treatment options to detail proposed treatments to reconstruct damaged assets
- assist in planning how REPA works will be delivered
- identify the preferred delivery/estimate method at each line item to establish the estimated reconstruction cost either Benchmark Rates or Market Price

Submission Form

You can complete your submission directly in MARS or you can build your submission offline using one of the submission forms from the <u>Applying for DRFA funding page</u> on the QRA website (your RLO can also supply you with these) and import the line items for your submission directly into MARS.

Submission Form Recommendations

If you are building your submission offline using one of the submission forms, please check the following recommendations:

- It is the current version of the submission form (you can check this with your RLO)
- The file is Excel version 97 and above (preferably .xlsx) file type
- Your organisation's name in MARS matches your organisation's name on the submission form
- The submission form has at least one (1) line item
- All mandatory information has been completed
- The asset names on the submission form match the asset names for your organisation in MARS
- The asset's damage has not already been added to another submission
- The location of works is accurate, and on an asset owned and operated within your local government area
- Where the damaged area is outside your local government area on an asset site operated and maintained by your organisation through an agreement with the neighbouring council, provide data for the relevant site as well as a copy of the memorandum of understanding
- Line items have a value
- Quantities are greater than zero (0)
- Treatment measurements have been entered
- There are comments explaining any omitted recommended line item information
- The asset name and asset number is correct on each line item
- Selected treatments are active treatments
- Information in each row is less than 1000 characters
- Line items marked for reprosecution have a reason for change provided

Coordinates and Chainage

Recommendations

- Each line item has coordinates or chainage included (except units that are 'each' or 'lump sum')
- Chainage lengths are whole numbers (metres)
- Chainage start and end points match the damage start and end points
- The distance between damage coordinates matches the line item damage coordinates
- All non-linear assets start and end coordinates are the same
- The damage length is not longer than the asset length
- Both sets of coordinates (start and end) are within the proximity of the asset

Data Types

Recommendations

- The values entered match the data type for the column.
- All length, widths and depths are at 2 decimal places
 - o m: length
 - o m2: length and width
 - o m3: length, width, and depth
- Dates have been entered as dd/mm/yyyy
- Whole items have a quantity

Lodgement

Recommendations

- A Contact has been selected from the Contacts drop down list
- Line items have been validated (line item restrictions will prevent you from lodging and line item warnings flag anything that QRA may ask you about. Use the above recommendations to avoid any restrictions or warnings when you validate the line items)
 - Line items with blue validation messages have all messages addressed
 - When a validation cannot be cleared through adjusting submission data, please use the comments column to record the reason why the validation message cannot be cleared
 - Each validation messages has its own comment

Supporting Documentation

Recommendations

- General Ledgers have the extension .xls, .xlsx or .txt.
- When the submission type is 'actuals', a document with a document type of 'general ledger' is included
- If the submission includes line items with Market rates, the awarded rates (as per schedule of rates) is included along with the schedule-of-rates in an Excel file (if the market rate matches the benchmark rate for the selected treatment add a \$0.01 to the total)
- If supporting evidence cannot be provided in MARS, the alternate method for providing evidence to QRA has been advised
- A schedules-of-rates has been provided for line items marked as having market rates

Scope Change / Undelivered Scope

Recommendations

- Scope change category has been selected
- Reason for the change has been provided
- Undelivered scope has set the treatment lengths / quantities to zero

Progress Reports

Before lodging, export the draft Progress Report, update it, then import it. This triggers MARS to run validation checks on the data in the report.

Recommendations:

- Use a new export template for each Progress Report
- When lodging a new progress report, ensure the previous progress report has been approved
- The progress report number on the import summary sheet must matches the progress report number on the portal
- Asset names in the Progress report are part of the submission in MARS
- The Treatments sheet on the Progress Report excel file is up to date
- Actual expenditure to date has been entered
- The Physically complete % has been entered
- Only % values have been entered into a % column
- Only whole number percentages (%) are used
- Each delivery line item (assets and tasks) has forecast start and end dates
- The forecast start and end dates are after the actual event start date
- The estimated cost to complete has a value for each delivery line item (if there are no more costs to complete for a line item, enter 0)
- All approved assets are included in the progress report
- Evidence of any expenditure is included in the supporting documentations as, .xls, .xlsx or .txt format
- The checkbox to indicate all evidence has been provided has been selected
- If a Briefing Note is to be created, ensure that a payment claim has been set

Progress Report Final Assessment

Recommendations

- The estimated cost to complete and the accrued expenditure to date for all line items is \$0.00
- Any line items that have a change of scope have a reason for change included
- On the lodgement page, the checkbox to confirm that this report contains one or more submission that are final has been selected

Close Out

Recommendation

Only assets with scope and costs are included (you can have assets without scope but no actual expenditure can be put against them)



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