

MARS Portal User Guide

Draft Reviews

MARS | Queensland Reconstruction Authority



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info@qra.qld.gov.au

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1. Draft Review (DR) – Set Up and Line Item View

1.1. Draft Review – Set Up

You can request a DR (or In Field Assessment) in consultation with your QRA Regional Liaison Officer (RLO) on a draft submission in MARS that has:

- Supporting evidence
- Submission contact specified (this is to ensure that automated emails for queries and DR completion are received by the submission contact)
- Validated line items

If QRA confirms they will undertake a DR, the QRA assessment team will access the draft submission in MARS and identify the line items to be included in the DR. These line items cannot be edited by the organisation once a DR has been created and will be locked in a view-only state. New lines can be added to the draft submission by the organisation but will not be included in the DR unless requested.

Once the DR has been created, it will display a Draft Review badge.

DRAFT: 002087 test 8.0 Essential Public Pre-approval Estimates Monsoon Trough, \$2,903.82 Dratt Review Assets Pre-approval Estimates 25 January -14 February 2019		DRAFT: 002087	test 8.0	Reconstruction of Essential Public Assets	Pre-approval	Estimates	North & Far North Queensland Monsoon Trough, 25 January - 14 February 2019	\$2,903.82	Ē	(Draft Review)
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On the right side of the Details tab, is a **Draft Review Assessment** tile, which contains the Draft Review administration details.

59.2	Validation check O Lodgement Pending Gdenes	(0) Submission History			
Details		Additional			
vent	North & Far North Queensland Monsoon Trough, 25 •	Version number: Phase:	1 Pre-approval	Submission value: Recommended value:	\$2,903.82 \$0.00
organisation reference *	test 8.0	Submission date lodged: Approved date:	N/A N/A	Project funding (incl trigger point):	\$0.00
xpenditure type *	Estimates +			Trigger point deduction: Contribution:	\$0.00 \$0.00
ubmission description	If construction has commenced provide the actual start date. Submission description	Draft Review Asses	ssment: CrS	C.IF05.1819M.REC	•
farket price 👔	Where tender has been awarded prior to lodgement, check this box to enable the rate on market price lines to be updated as per the schedule of rates. The schedule of rates must be attached as a supporting document in excel format.	Type: Proposed start date: Actual start date: Address: Regional liaison officer: VfM assessor:	Infield Tom Hart	Proposed end date: Actual end date: Meeting participants: Compliance assessor: State:	Draft
Required on save.		Supporting docum	ents (0)		

On the **Line Items** tab, each line item included in the DR will display the **Draft Review-in-progress** notification and is locked until the DR is complete. Line items not included or removed from the DR will not have the notification and can be updated by the organisation at any time.



2. Responding to Draft Review Queries

QRA assessors can record queries on (a) submission or specific line item(s) during an DR.

When QRA assessors have batched the queries for the organisation, the submission contact will receive an automated email titled 'Draft Review Queries for Submission [Submission Name]'. This email will list the submissions in the DR and the number of queries included in the submission.

Organisations can access their queries on the **Pending queries** dashboard on the MARS landing page.

Organisation Digital road network 5 DRAFT: 002206 (1 guery) DRAFT: 002211 (1 guery) Crsc.0051.1819M.REC (3 gueries) Applications Activated events Activation requests in development Program progress D There are no activation requests in development Unassigned line items Submissions Submissions in development Delivery programs Transaction register DRAFT: 002513 DRAFT: 002513 DRAFT: 002513 DRAFT: 0025433 DRAFT: 002443 DRAFT: 002443 DRAFT: 002443	croydon Shire Council	Pending qu	ueries •
Applications Activation requests in development Program progress 0 There are no activation requests in development. Expressions of interest 0 There are no activation requests in development. Unassigned line items Submissions in development. Submissions in development. Delivery programs DRAFT: 002513 DRAFT: 002513 Transaction register DRAFT: 002513 DRAFT: 002513 DRAFT: 002448 DRAFT: 002423 DRAFT: 002423	Organisation Digital road network Activated events	5	DRAFT: 002206.(1 guery) DRAFT: 002211.(1 guery) CrSC.0051.1819M.REC (3 gueries)
Program progress Expressions of interest Unassigned line items Submissions Delivery programs Transaction register DRAFT: 002513 DRAFT: 0025433 DRAFT: 002443 DRAFT: 0024433 DRAFT: 002427	applications	Activation	requests in development
Expressions of interest Unassigned line items Submissions Submissions in development Delivery programs Transaction register 0 There are no activation requests in development. 0 DRAFT: 002513 DRAFT: 002503 DRAFT: 002433 DRAFT: 002427	Program progress		
Unassigned line items Submissions Submissions in development Delivery programs Transaction register DRAFT: 002513 DRAFT: 002433 DRAFT: 002433 DRAFT: 002427	Expressions of interest	0	There are no activation requests in development.
Submissions Submissions in development Delivery programs Transaction register DRAFT: 002513 DRAFT: 002443 DRAFT: 002433 DRAFT: 002427	Unassigned line items		1899
Delivery programs Transaction register 64 DRAFT: 002513 DRAFT: 002503 DRAFT: 002448 DRAFT: 002433 DRAFT: 002427	Submissions	Submission	ns in development
Transaction register 64 DRAFT: 002513 DRAFT: 0022503 DRAFT: 002448 DRAFT: 002433 DRAFT: 002427	Delivery programs		
DRAFT: 002448 DRAFT: 002433 DRAFT: 002427	Transaction register	64	DRAFT: 002513 DRAFT: 002503
DRAFT: 002433 DRAFT: 002427			DRAFT: 002448
DRAFT: 002427		Sec. 1	DRAFT: 002433
		10 C	DRAFT: 002427
		and the second se	VIEW ALL SUBMISSIONS IN DEVELOPMENT

Select the submission name link and the submission will open on the Pending Queries tab

ils	Line Items (3)	Validation Check 🥝	Lodgement	Pending Queries (1)	Submission History		
Line	e item queries						
	MINING MUSEUM	ROAD (ID: 000001)					
	Due date:						
	Question						
	question from Did	n					
	Answer						
	Enter response her	e				1	
						+0 +0	
						8 4	

Queries must be answered and accepted by QRA for the DR to be completed. Refer to the MARS Portal user guide – activations and submission preparation for guidance on **responding to assessment queries** in the MARS Portal.

3. Draft Review Completion

3.1. Viewing Draft Review Recommendations

When QRA assessors have completed the DR, the submission contact will receive an automated email titled 'Draft Review Complete for Submission [Submission Name]' and the submission lines will be unlocked for the organisation to review. The **Draft Review Assessment summary section** on the right of the submission **Details** tab will display a **Draft Review state** of **Final**.

Draft Review Asse	essment: IRC.IF01.1819G.F	REC	
Type:	Infield	Proposed end date:	09/08/2019
Proposed start date:	06/08/2019	Actual end date:	22/08/2019
Actual start date:	06/08/2019	Meeting participants:	N/A - Sean Robinson unable to attend
Address:	QRA offices	Compliance assessor:	Lianne Schade
Regional liaison officer:	Luke Del Favero	State:	Final •
VfM assessor:	Richard Maxwell		

Navigate to the Line Items tab and change the submission details layout to View line items only and set the view to REPA – IFA View.

<u>Submission</u>	s > IRC.0017.1	819G.REC: DR	AFT (In develop	pment Dra	ft Review					🖶 PRINT 🔯 SAVE
Details Line It	ems (609) Valida	tion Check 🥝 🛛 Loc	igement Per	nding Quer	ies (O)	Submis	sion History			
	+ NEW MORE		(0) (0)	Auto save			B	0 E	۵	#REPA - IFA VIEW ~
			References		Bulk up	load	Asset details			Grid View Actions + New View
Notifications	a Validations	Comments	ld ↑	# Ph	Pre	Po	Туре	Name	N	Standard Views REPA - Default View
	Validations incomplete		€000001	€5		Alinya Road . Ch001	Road - formed	Alinya Road	8	REPA - IFA Viel

Scroll across the grid to the right to view the Draft Review columns. The **Difference** column shows the changes made per line item during the DR, and the Comments columns show the Compliance and VfM assessor comments.

Assessmen	it chainage	Recommended					Comments		
Start	End	Treatment	Contingency	Total Value	Indirect Total	Difference	Compliance comme	VfM comments	
			\$534,003.04	\$5,013,634.67	\$646,724.02	-\$543,579.48			
1,205.00) 1,395.00	Medium formation grading	€\$229.48	€\$2,191.09	\$278.74	≧ \$0.00	∭Ok	@ Okay	
2,357.00	2,476.00	Medium formation grading	\$143.73	≙\$1,372.32	\$174.58	≙\$0.00	MOK.	@Okay	
2,476.00	3,280.00	Medium formation grading	≙\$971.07	€\$9,271.79	≙\$1 ,179.53	≙\$0.00	MOk	@ Okay	
€0.00	₿383.00	Medium formation grading	\$462.59	€\$4,416.79	\$561.89	\$0.00	∭Ok	Ckay	
€50.00	1 06.00	Medium formation grading	\$67.64	€\$645.80	\$82.16	€\$0.00	Ok	@Okay	
6596.00	618.00	Heavy formation grading incorporating 75mm of imported	€\$101.80	\$971.98	\$123.65	≙\$0.00	Ok - photos yes	Okay	
1 006.00	1.035.00	Heavy formation	≙\$50.95	\$486.48	€61.89	\$0.00	∭ Ok	Ckay	

3.2. Highlighting Changes Between Draft Review Outcome and Draft Submission

The difference between the finalised DR and the draft submission can be displayed prior to lodgement. Select **View Draft Review difference** from the **More** menu.

Details Line	items (609)	Validation Check ⊘ Lodgement	Pending	Queries (0) Submission Hist	tory
Ø Ø VALIDATE	+ NEW	MORE - 2 LINE ITEMS (0) -	Auto s	save		
		View Draft Review difference	aft review	w		
irect costs		B Import form 🗸 🖉 🌘	sessmen	t chainage	Recommended	
alation C	ontingency	Export line items	art	End	Treatment	Contingency
\$123,017.56	\$585,498.89	arepsilon Refresh fields				\$534,003.04
≙\$ 49.26	\$229.48	Validation report Re-assign duplicate line item IDs	1,205.00	1,395.00	Medium formation grading	\$229.48
€\$30.85	\$143.73	Clear all current filters	2,357,00	2,476.00	Medium formation grading	≙ \$143.73

Fields displayed as purple in the original submission data indicate where the assessors have made changes during the DR.

<u>Subn</u>	hissions > IRC.	0017. <mark>1</mark> 819G	.REC: DRAF	In development	Draft Review			
Details	Line Items (609)	Validation Che	eck 🥝 🛛 Lodgem	ent Pending	Gueries (0) Su	ubmission History		
9 0 v	LIDATE + NEW			C Auto	save			
						Cost breakdown		
						Direct costs		
	Unit	Length (m)	Width (m)	Depth (m)	Quantity	Rate	Value (excl GST)	Project mana
							\$4,330,084.87	\$433,009.29
grading mm of	Am3	31.00	6.00	0.075	€ 13.950	\$93.48	€1,304.05	≙ \$130.41
ed	Mm3	31.00	2.00	0.400	<u>\$</u> 24.800	€\$86.37	\$2,141.98	≙ \$214.20
grading mm of al	film3	1,132.00	6.00	0.075	€509.400	€ \$93.48	€\$47,618.71	\$4,761.87
grading mm of al	@ m3	398.00	6.00	0.075	€179.100	≙\$ 93.48	\$16,742.27	\$1,674.23
n	<u>@</u> m	84.00	â		£84.000	@\$9.15	€\$768.60	\$76.86
grading mm of	∰m3	143.00	6.00	0.075	64.350	\$93.48	\$6,015.44	€\$601.54
grading mm of al	ûm3	82.00	6.00	0.075	€36.900	€\$93.48	@\$3,449.41	€\$344.94
grading mm of sl	@m3	27.00	6.00	0.075	12.150	\$93.48	\$1,135.78	<mark>€\$</mark> 113.58
grading mm of al	₽m3	465.00	6.00	0.075	209.250	\$93.48	\$19,560.69	\$1,956.07
grading mm of	@ m3	1,095.00	6.00	0.075	₽ 492.750	€\$93,48	€\$46,062.27	≜\$ 4,606.23

4. After a Draft Review – Next Steps

Following a DR, your organisation can accept the recommendations captured by QRA, and/or make changes to the submission. Where recommendations are not accepted, those line items will need to be re-assessed by QRA after lodgement.

Your organisation should aim to lodge their submission in the MARS Portal within five business days of the DR being accepted, unless another timeframe has been agreed. Contact your RLO or assessors should you have any problems with the lodgement.

4.1. Accepting Draft Review Recommendations

Accepting the recommended values will copy the values in the DR columns, and overwrite the original submitted values in the draft submission. To accept the recommendations captured by QRA in the DR, select one or more line items then select the Line Items menu and select **Accept Draft Review Recommendations**.

Submissions Details Line Items O VALIDATE	IRC.0017.18 (609) Validati HNEW MORE	819G.F	REC: DRAFT (In development) (Draft Review) k O Lodgement Pending Queries (0) LINE ITEMS (609) V C Auto save	Submis	sion History
			(O Clone	1	Asset details
			🗍 Delete		
Notifications	Validations	Con	\mathcal{O} Populate chainage from coordinates	o	Туре
			Populate coordinates from chainage		
		urae arae	Accept Draft Review Recommendations	000.	
DRAFT REVIEW	incomplete	804 Roa hea	D Copy to submission	lead oad .	Road - formed
DRAFT REVIEW - NE	W Alidations	Bull reqi	⊷ Move to submission		Road - formed
DRAFT REVIEW	A Validations incomplete	804 Roa hea	Highlight selected line items XRemove highlight from selected line items	ulls lead oad .	Road - formed
DRAFT REVIEW	A Validations incomplete	804 Road head	804 reters to Bulls road in register	ulls Head Road .	Road - formed

Select Yes then select Save to update the recommended values.

		uaborr check O	agement Pena	aing Guene	s (0) Sub	mission History				
⊘ VALIDATE + NEW MORE - ? LINE ITEMS (5) - Auto save							8	8	REPA - IFA VIEW -	
			References		Bulk upload	Asset details				-
										Colu
- Notif	fications Validations	Comments	ld ↑	# Ph	Pre Po	. Туре	Name	Number	Road width (m)	sum
										- 5
DRAF	A Validations incomplete		6000001	<i>ili</i> 15	Alir Roa	iya Road - formed d .	Alinya Road	884	6.00	Hiller
						27				3
DRAF	TREVIEW 6 Validations	Copy recom	mended val	lues			Alinya Road	884	6.00	
	incompress.									
DRAF	TREVIEW 6 Validations	Copying the Draft Review assessment outcomes will overwrite any previously					Alinya Road	884	6.00	
	incomprete	entered values for t	he selected lines.	Are you su	re you want '	o continue?				
DRAF	FT REVIEW 🔥 Validations						Avalon Road	880	6.00	
	incompiete				C	ANCEL YES				
DRAF	T REVIEW A Validations				<u> </u>		Brigalow Road	873	5.00	

4.1.1. Making Changes to Line Items After a Draft Review has been Accepted

If changes are required after a draft review has been accepted, refer to <u>MARS Portal user guide –</u> <u>activations and submission preparation</u> for guidance on updating line items in the MARS Portal.

4.1.2. Tracking Options

Line items can be highlighted to help track progress of reviewing line items after a DR has been accepted. Refer to <u>MARS Portal user guide – activations and submission preparation</u> for guidance on highlighting line items in the MARS Portal.

4.2. Validate the Line Items

Review each validation message to make the change where possible. If the validation message cannot be cleared through adjusting the submission data, please use the comments column to record the reason the validation message cannot be cleared. Each validation message must be addressed prior to lodgement i.e. cleared or explained with a comment. Refer to the <u>MARS Portal user guide – activations</u> and submission preparation for guidance on validating line items in the MARS Portal

4.3. Not Accepting the Draft Review Recommendations

If you do not accept the changes recommended by QRA's assessment team, additional/different information must be provided to enable assessment on lodgement. Changes could include:

- updating treatment
- changing coordinates and chainage
- adding supporting documents
- adding photos to the line items
- adding comments in the comments field

Refer to MARS Portal user guide – activations and submission preparation for guidance on updating line items in the MARS Portal.



Queensland Reconstruction Authority PO Box 15428

City East QLD 4002 Phone (07) 3008 7200 info@qra.qld.gov.au www.qra.qld.gov.au

