

15 May 2025

QRA's new process for Head Agreements

Why is QRA varying Head Agreements?

QRA Head Agreements are being varied to support the implementation of a streamlined digital process for signing Project Funding Schedules (PFS) by delegated officers from councils and relevant state agencies. The current paper-based process of emailing, signing and returning signed copies of PFS to QRA has become outdated and will be replaced by a more efficient paperless process supported by DocuSign.

What are the benefits for councils and state agencies?

Benefits of using DocuSign include:

- faster agreement workflows
- enhanced security for legally binding electronic signatures
- robust record keeping and audit trails for compliance.

What will change for councils and state agencies?

Key changes include:

- PFS to Applicants via QRA's secure online [MARS Portal](#) for electronic signature by the delegated officers. Delegates will receive email notification of PFS ready for signing.
- Digital signatures – Delegated officers will apply their digital signatures to the PFS via the [MARS Portal](#). During the initial use of DocuSign, delegated officers will be prompted to set up their digital signature.
- Online Transaction Register – All payment details can be securely viewed by all users councils and relevant state agencies via the MARS Portal Transaction Register. The Transaction Register provides central repository and record of all historical payment details and grant advance balances. Payment details can also be downloaded (as PDF files) for saving and printing. Once this new process commences, QRA will cease emailing payment certificates, grant advances after 1 July 2025.

Why is there a Deed of Variation?

To enable the new process, a signed Deed of Variation is required for all councils and relevant state agencies to allow the electronic distribution and signing of 'Notices' or PFS.

Who can electronically sign PFS?

Council and DTMR will be requested to nominate delegated officers to esign PFS. Nominated users will be assign access to esign PFS in time for go live.

After the initial user set-up, additional officers can be delegated access to electronically sign PFS by completing a [MARS Portal User Access Form](#) prior to go live.

When will this happen?

Key dates:

- QRA will be writing to all councils and relevant state agencies about the variation to Head Agreements in the week commencing **19 May 2025**.
- QRA will request variations be executed by both parties by **20 June 2025**.
- QRA intends to schedule a 'go live' for the electronic signature process for PFS via the MARS Portal on **1 July 2025**.

Will there be training offered?

QRA has developed a [Userguide](#) to support users to view PFS ready for execution, set-up their digital signature, review and esign PFS. The user guide also supports users to navigate and understand payment information and Grant Advance information in the Transaction Register.

More information

Contact your [QRA Regional Liaison Officer \(RLO\)](#) for any queries about QRA Head Agreements.