

OFFICIAL



MARS Portal User Guide

Extension of Time

MARS | Queensland Reconstruction Authority

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1. Extension of Time requests

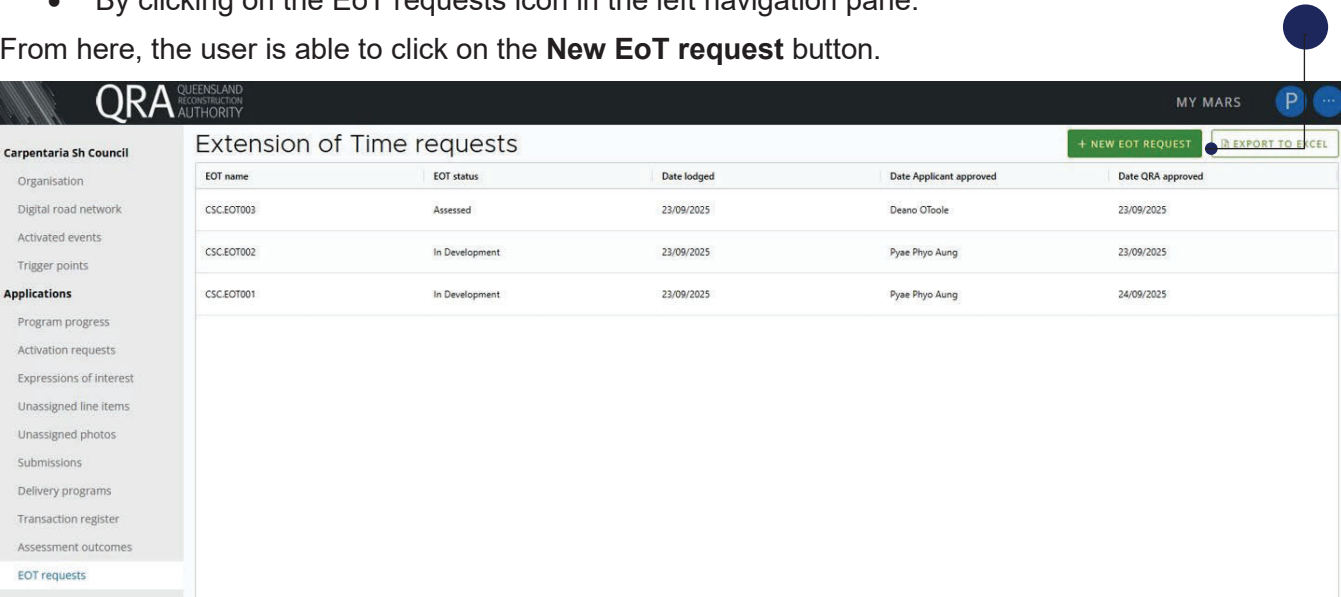
An Extension of Time (EoT) request is required when an Applicant requires a change to the current Allowable Time Limit on an active submission in MARS.

2. Initiating the Extension of Time request

Extension of Time requests can only be initiated by specific roles in MARS. Each of these roles requires the relevant security permissions within MARS. Once the user has these permissions, they can access the Extension of Time request:

- By clicking on the EoT requests icon in the left navigation pane.

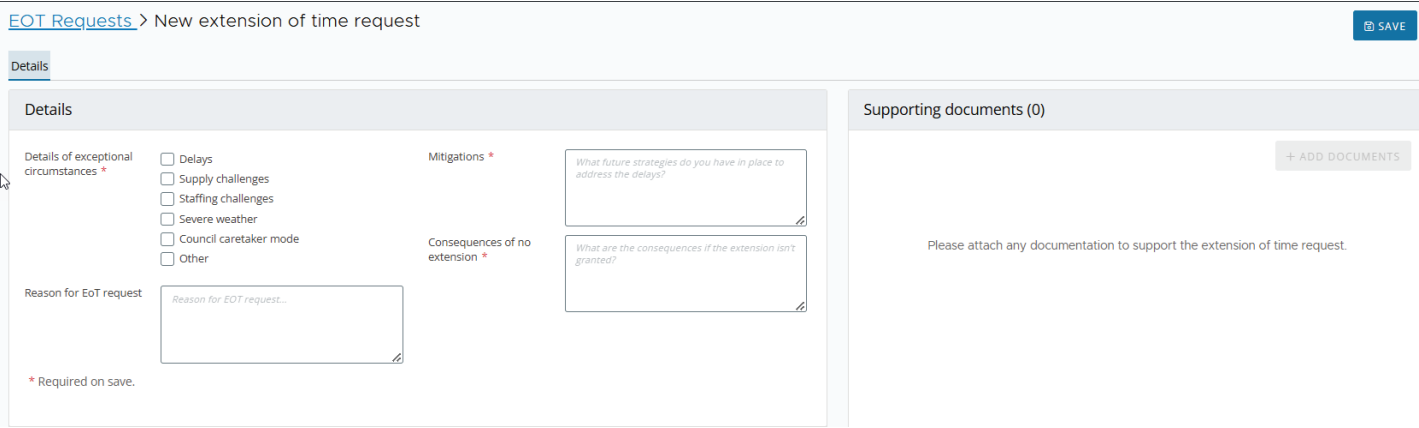
From here, the user is able to click on the **New EoT request** button.



A new Extension of Time request is created with a status of **In Development**. The Extension of Time request is opened, ready for updating.

3. Updating the Details tab

The Details tab will be used to capture information relevant to why the Extension of Time request is required. This information is used by QRA staff when assessing the validity of the request.



3.1. Updating the Exceptional Circumstances section

The **Exceptional Circumstances** section is where you can select the reason/s for the delay in delivering the work. You can select as many checkboxes as applicable. A supporting document will be required for each checkbox selected.

Please note, for all requests, you will be required to enter information into the Reason for EoT request field.

3.2. Updating the Mitigations section

The **Mitigations** section is where you must explain what strategies will be in place to address the delay.

3.3. Updating the consequences of no extension section

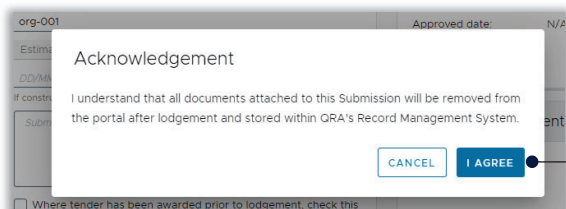
The **Consequences of no extension** section is where you must explain the consequences that may occur if the Extension of Time is not granted.

3.4. Attach the Supporting Documents

For each checkbox selected in the **Details of exceptional circumstances** section, a corresponding supporting document must be uploaded to the Extension of Time request.

To add a document, select **Add Documents** then navigate to the location of the file on your computer, select the document from your file browser, then select **Open**.

An acknowledgement will popup. Select **I Agree**.



From the **Document details** window, select the **Document type** that you are adding and enter a **Description** then select **Proceed**. The document will be included in the **Supporting Documents** section where you can download or delete it.

Document details

Select **Save** to update the Extension of Time request.

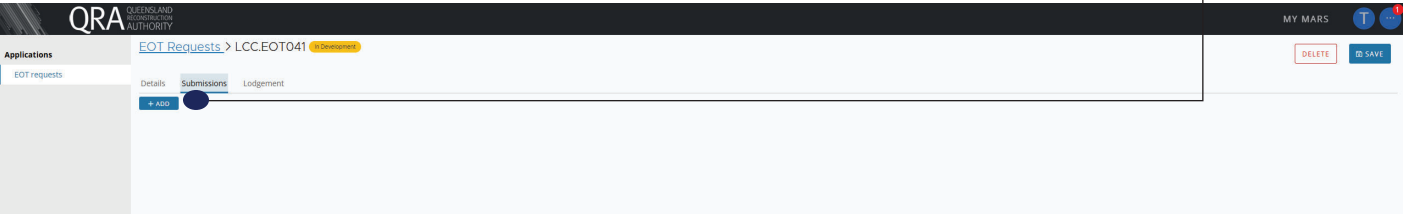
When the Save button has been selected, two other tabs become available; Submissions and Lodgement.

4. Updating the Submissions tab

The Submissions tab is used to select active submissions requiring an Extension of Time and to include the proposed new allowable time limit. This information is used by QRA staff when assessing the validity of the request.

4.1. Add Submissions to the request

Click on the **+Add** button to select active submissions to include in the request.



All eligible submissions for the Organisation (that are not already in an EoT request) will be presented in the dialogue box. You are able to select **one or more** submissions to include in the request.

Click the **Select** button.

Submissions

☐	Submission number	Submission Type ▾	Phase ▾
☒	BaISC.0062.2122B.WPF	WP3 Flood studies, risk assessments, management studies and intelligence systems	Pre-approval
☐	BaISC.0073.2324U.REC	Reconstruction of Essential Public Assets	Pre-approval
☐	BaISC.0079.2324U.REC	Reconstruction of Essential Public Assets	Pre-approval
☒	BaISC.0087.2122B.WPF	WP3 Flood studies, risk assessments, management studies and intelligence systems	Pre-approval
☒	BaISC.0090.2425S.QMF	Queensland Mitigation Fund - Infrastructure	Pre-approval
☐	BaISC.0093.2425T.REC	Reconstruction of Essential Public Assets	Pre-approval
☒	BaISC.0095.2425T.REC	Reconstruction of Essential Public Assets	Pre-approval
☐	BaISC.0096.2425T.REC	Reconstruction of Essential Public Assets	Pre-approval
☐	BaISC.0097.2425T.REC	Reconstruction of Essential Public Assets	Pre-approval
☐	BaISC.0102.2425T.REC	Reconstruction of Essential Public Assets	Pre-approval
☐	BaISC.0103.2425T.REC	Reconstruction of Essential Public Assets	Pre-approval

CANCEL

SELECT

The selected submissions are added to the Extension of Time request.

Once submissions have been added, the grid will populate with the **Current Project Completion Date (ATL)**.

4.2. Add a new Project Completion Date to the request

To add a new **Proposed Project Completion** date, select the submission(s) using the checkboxes on the grid. Click on the **Edit** button.

Please note you can select more than one submission to edit at the same time.

EOT Requests > CSC.EOT002 In Development

Details

Submissions

Lodgement

+ ADD

EDIT

REMOVE

☐	Submission Name	Current Project Completion Date	Proposed Project Completion Date	Phase
☒	CSC.0006.1819E.REC	10/10/2025		Pre-approval
☐	CSC.0007.1819E.CDO	15/11/2025		Estimate Update

When one submission is selected, the following dialogue box will appear. Enter the **future** proposed date. Click **Save**.

Proposed Project Completion Date

30/06/2027

CANCEL

SAVE

When more than one submission is selected, the following dialogue box will appear. Enter the **future** proposed date. Click **Save**.

Proposed Project Completion Date

dd/mm/yyyy

The Date entered will be against all selected submissions.

CANCEL

SAVE

Please note, the date must be at least one day after the existing Project Completion Date (ATL).
The date/s will now populate against each submission in the Proposed Project Completion Date column.

5. Reviewing the Lodgement tab

When you are ready to finalise and submit the Extension of Time request to the Organisation Executive, 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 Extension of Time request.

Lodgement warnings will display a yellow triangle with an exclamation mark. Lodgement warnings will not prevent the Extension of Time request being lodged, but any missing information may result in requests from QRA during the assessment process.

When all lodgement restrictions have been addressed, the Extension of Time request can be lodged.

Select a Lodgement contact name then tick the acknowledgements and select **Lodge Extension of Time request**. A notification will be sent to the Organisation Executive (refer to Appendix A).

6. Approve or Decline the Extension of Time request

Extension of Time requests can only be approved or declined by specific roles in MARS. Each of these roles requires the relevant security permissions within MARS. Once the user has these permissions, they can access the Extension of Time request:

- By clicking on the EoT requests icon in the left navigation pane.

From here, the user is able to select an EOT Request which has the **Sent to Executive** status.

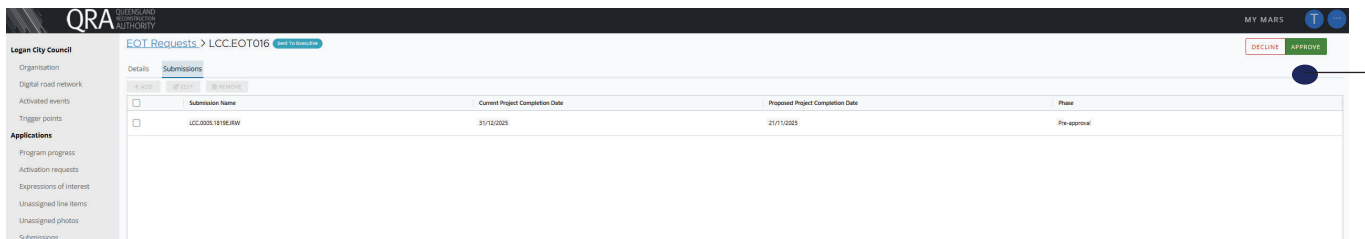
6.1. Approve the Extension of Time request

If a user has permissions to Approve the Extension of Time request, the user will see an Approve button when opening the EoT request page.

Review the EoT and if you are happy to accept the EoT request, the click the **Approve** button.

Please note, users should be able to open the supporting documents attached to the EoT.

The status of the EoT is now updated to **Lodged**. The EoT can no longer be updated as it is to be assessed by QRA Assessors. A notification will be sent to the Assessment team in QRA (refer to Appendix A).

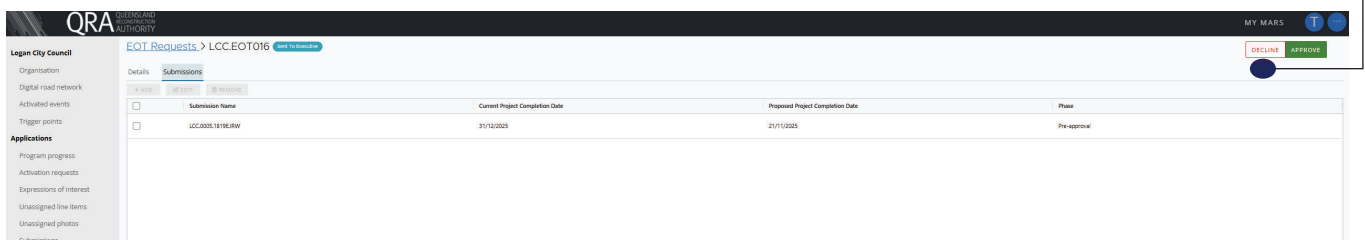


6.2. Decline the Extension of Time request

If a user has permissions to Decline the Extension of Time request, the user will see a Decline button when opening the EoT request page.

Review the EoT and if you are not happy to accept the EoT request, then click the **Decline** button.

Please note, users should be able to open the supporting documents attached to the EoT.



Once a user clicks the Decline button, a dialogue box will appear. A reason must be provided to explain why the EoT request has been declined. Once the reason has been entered, click the **Decline** button.

Decline Extension of Time Request

The status of the EoT is now updated to **Declined**. A notification will be sent to the Applicants EoT Builder (refer to Appendix A).

7. Amend or Withdraw a Declined Extension of Time request

When an EoT request has been declined, a user with the relevant security permissions can choose to **Amend or Withdraw** the EoT request. Once the user has these permissions, they can access the Extension of Time request:

- By clicking on the EoT requests icon in the left navigation pane.

From here, the user is able to select an EOT Request which has the **Declined** status.

7.1. Amend the Declined Extension of Time request

Review the EoT and the decline reason included. If the EoT request requires an amendment, then click the **Amend** button.

EOT Requests > IRC.EOT004 Declined

More information is required for this extension of time.
Decline reason: This is to test MARS-3081

AMENDWITHDRAW

DetailsSubmissions

Details

Details of exceptional circumstances *

Delays

Supply challenges

Staffing challenges

Strategies for delay *

z

By clicking the **Amend** button, all fields are available to edit and the EoT is put back into an **In development** status.

7.2. Withdraw the Declined Extension of Time request

Review the EoT and the decline reason included. If the EoT request is to be withdrawn, then click the **Withdraw** button.

EOT Requests > IRC.EOT004 Declined

More information is required for this extension of time.
Decline reason: This is to test MARS-3081

AMENDWITHDRAW

DetailsSubmissions

Details

Details of exceptional circumstances *

Delays

Supply challenges

Staffing challenges

Strategies for delay *

z

Once a user clicks the **Withdraw** button, a dialogue box will appear. A reason must be provided to explain why the EoT request has been withdrawn. Once the reason has been entered, click the **Withdraw** button. Once the EoT has been withdrawn, it can no longer be edited or progressed in the future. The status of the EoT is now updated to **Withdrawn**.

Withdrawal Reason

CANCELWITHDRAW

8. Appendix A – List of email notifications

Notification trigger	Notification sent to	Notification format	Notification content
EoT lodged by EoT Builder	Applicant Organisation Executive	Email from MARS	Advising an EoT has been submitted and awaiting their approval
EoT Declined by Organisation Executive	EoT Builder in Organisation	Email from MARS	Advising an EoT has been Declined by the Organisation Executive
Briefing Note is approved by General Manager	Applicant Organisation Executive	Email from MARS	Advising an EoT Addendum Project Funding Schedule is ready for acceptance
Briefing Note Approved by QRA CEO	Applicant Organisation Executive	Email from MARS	Advising an EoT Addendum Project Funding Schedule is ready for acceptance
Briefing Note Approved by QRA CEO or GM	EoT Builder in Organisation	Email from MARS	Advising an EoT has been Approved and the new dates

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