



2020

USER GUIDE

Agency assessed exclusions register portal



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1. Background

Under the Queensland Government Guide to Better Regulation (guidelines), it is expected agencies keep a record of each of the proposals they have self-assessed, including the rationale for how the regulatory proposal meets the criteria for the self-assessable exclusion, and be able to provide this information to the OBPR upon request.

To assist in meeting this requirement, the OBPR now provides an online Agency assessed exclusion register (the portal) where agencies can keep their registers. This will replace the need to separately provide the current agency register on request for auditing by the OBPR.

This guide provides instructions on arranging access to the portal for nominated officers from your agency, log in procedures and how to add/remove data from the register.

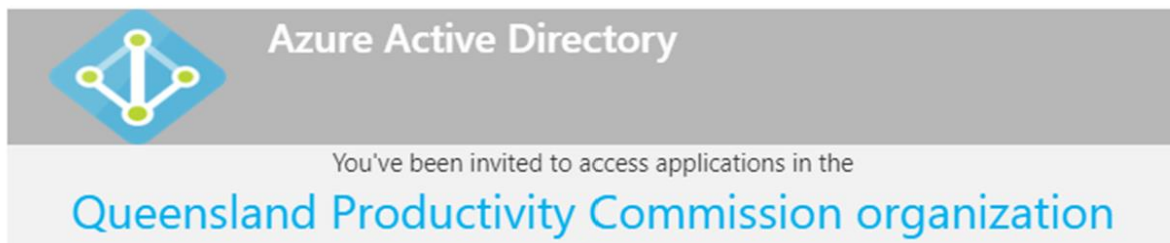
2. Request portal access

To arrange access to the register portal please contact the OBPR on obpr@qpc.qld.gov.au.

Provide the following information for each user:

- first and last name (alternatively agency name)
- preferred work email address (e.g. john@treasury.qld.gov.au)
- agency name.

Each user will receive an email with granted access confirmation.



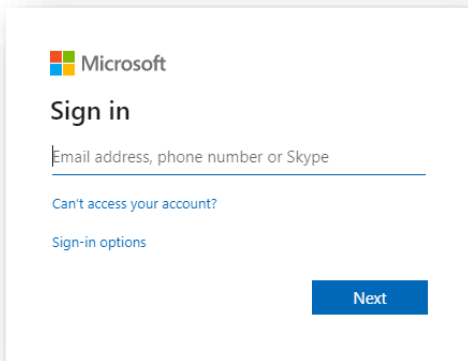
3. Log in to the portal

The portal can be accessed by the link below.

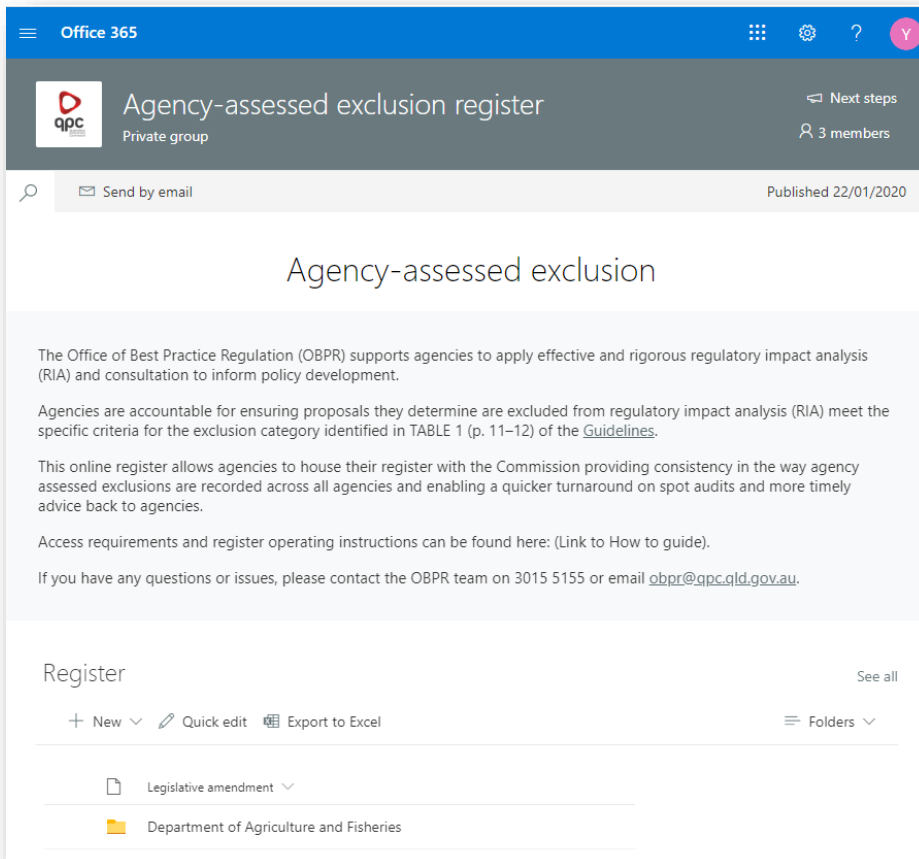
<https://qpcqld.sharepoint.com/sites/AgencyAssessedExclusionRegister>

Sign in with your agency O365 account.

Use the same email address and password that you use to access Outlook. (e.g. john@treasury.qld.gov.au).

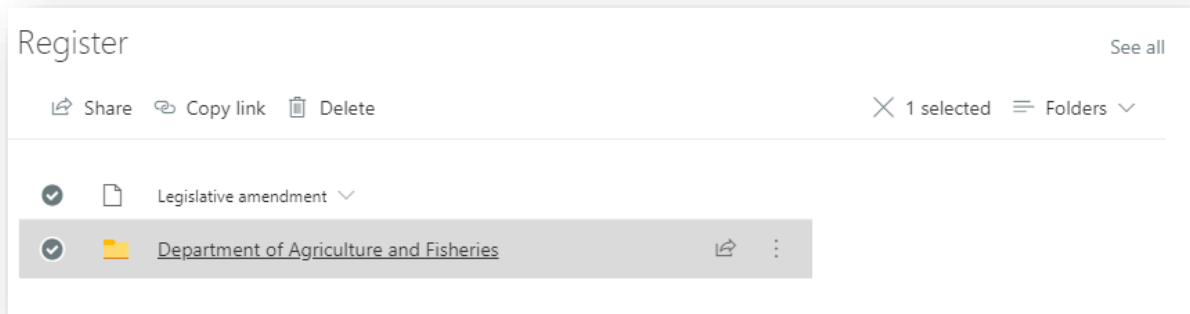


You will see the home page of the Register

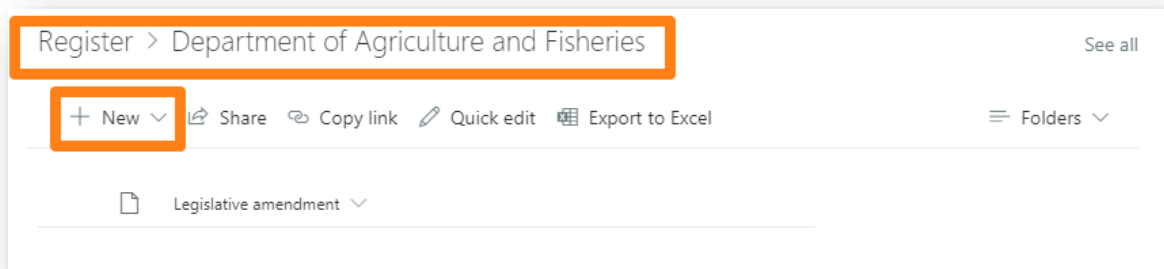


4. Add a new record to the register

On the home page select your agency folder and click on the folder name



Inside your folder click +New



Fill in the form by typing in fields or selecting from the drop down menus.

Save Cancel Edit form

New item

Date *

Enter a date

Enter the date of the exclusion

Legislation Name *

Enter value here

The legislative instrument/s being introduced or amended (title of Act, Regulation or Quasi-regulation)

Proposal Description *

Enter value here

Provide a brief overview of the proposed amendments

Agency Assessed Category *

Select an option

Please select from drop down box

Rationale for exclusion *

Enter value here

The rationale for how the regulatory proposal meets one of the self-assessable exclusion criteria

Agency notes

Enter value here

This is not required! For agency purposes only. Agencies may also attach documents to individual entries if desired through the portal, but this is also not required!

Contact officer *

Enter value here

Name, phone number and email

Department/Agency *

Select an option

Please select from drop down box

Attachments

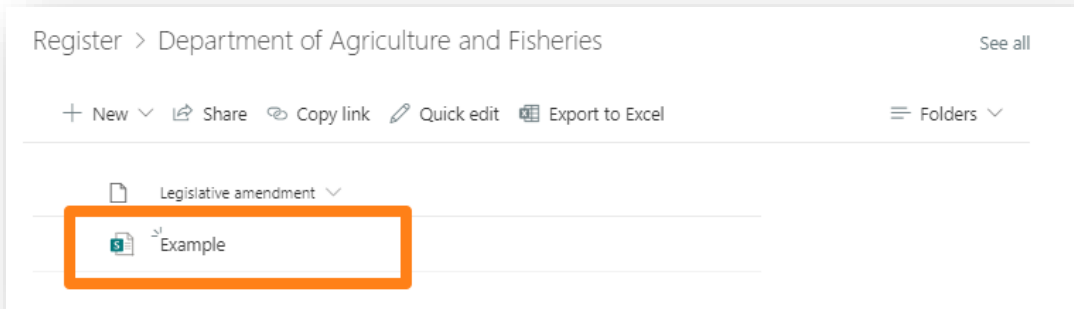
Add attachments

SaveCancel

Ensure the date field is typed in the following format: 17/06/20, otherwise it will not save properly. You will also notice we have included form fields called '**Agency notes**' and '**Attachments**'. Agencies are **not required** to fill these in, they can be left blank. These fields are included for the convenience of agencies, to use at your discretion.

Click Save

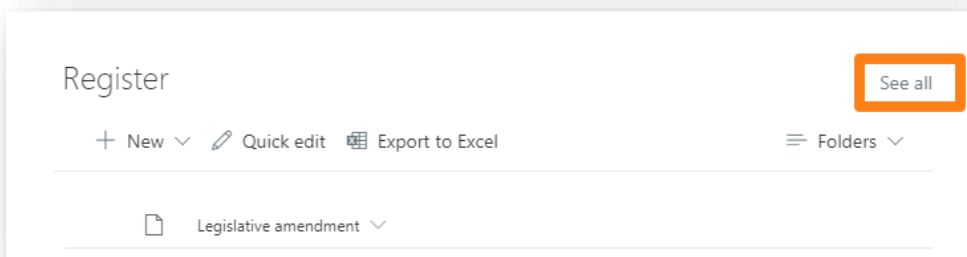
Go to your folder again to see the new item added to the list.



NOTE: Do not create new Items outside of your folder it will expose information to other agencies. If you created an item outside of your folder delete it and create a new item inside of your folder.

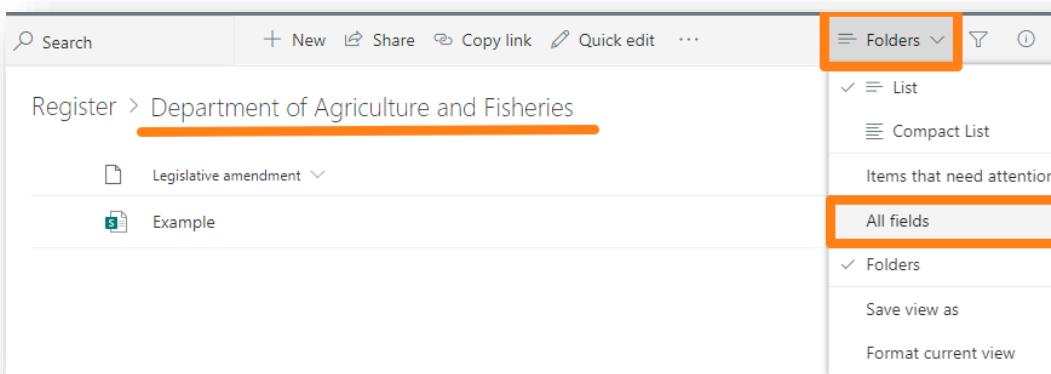
5. Add multiple records to the register

On the home page click 'See all'

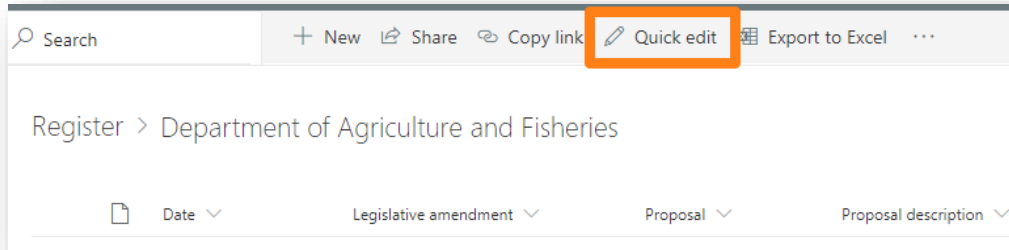


Select your agency folder and click on the folder name.

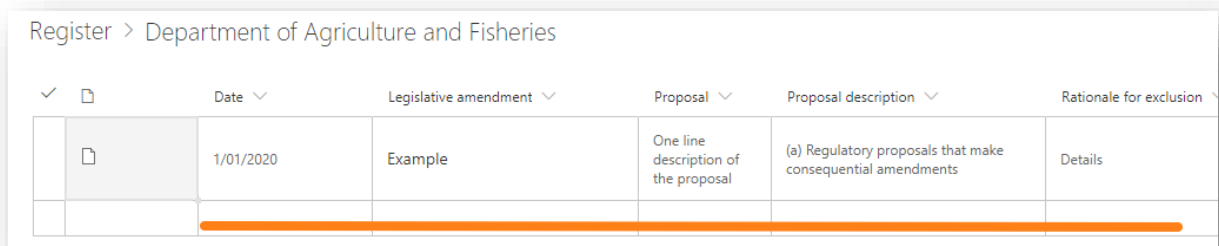
Inside your folder change view by clicking 'Folders' and selecting 'All fields'



Click 'Quick edit'



Click on the empty row and fill in columns similarly to how you do in Excel table. **Note:** ensure the date field is typed in the following format: 17/06/20, otherwise it will not save properly.

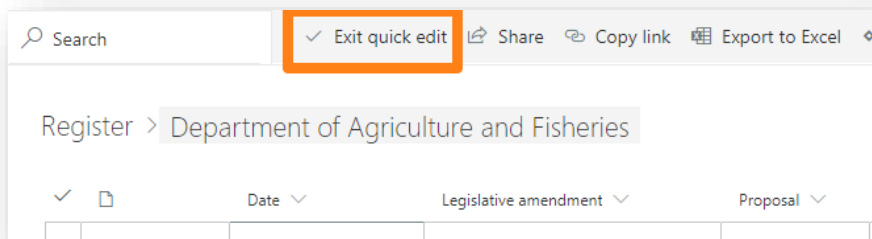


Alternatively, you can copy and paste across cells from the excel template into this Quick Edit page which, enables a bulk transition of data into the corresponding cells by selecting the row on the far-left hand side.

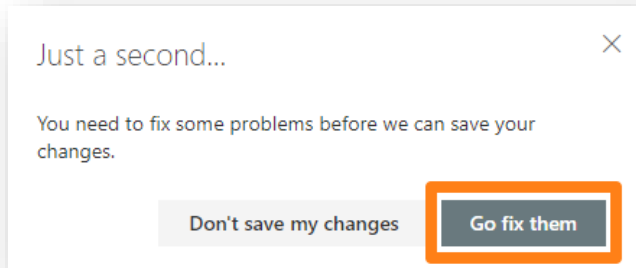
IMPORTANT NOTE: A few tips when using 'copy and paste'.

In Quick Edit mode, only select a cell once—a grey cell border appears and the copy and paste function works as expected (i.e. multiple cells across columns and rows for bulk entry). If you select a cell twice and make it active (blue inside cell border and the cursor inside starts flashing) then it usually does not paste as expected, it will only copy and paste into the single cell.

Click 'Exit quick edit' to save changes



If you see a warning message, click 'Go fix them'.



Next to items with missing information you will see a red icon, make sure you fill all required columns, then click 'Exit quick edit' again to save new records.

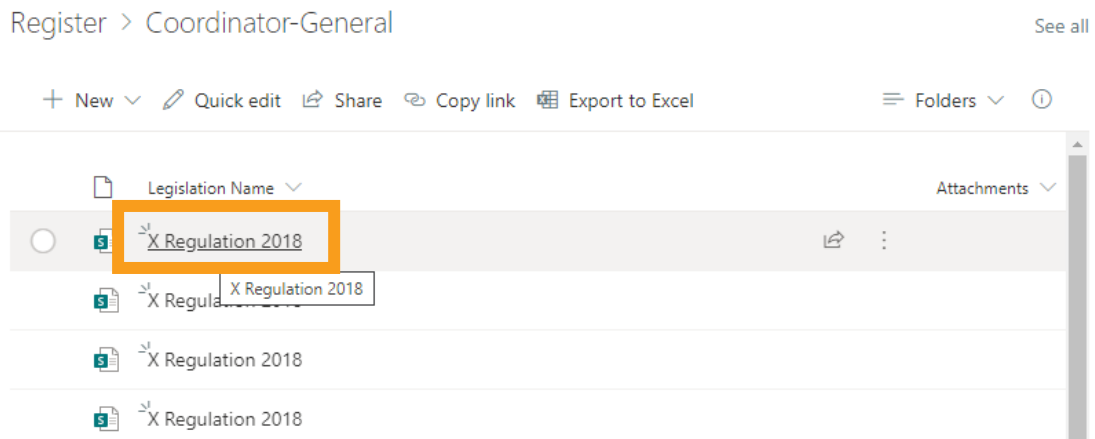
A table with five columns: "Date", "Legislative amendment", "Proposal", and "Proposal description". The first row has values: "1/01/2020", "Example", "One line description of the proposal", and "(a) Regulatory proposals that make consequential amendments". The second row has a red warning icon in the first column, an orange arrow pointing to the "Date" cell, and the value "Another example" in the "Legislative amendment" cell. The "Proposal" and "Proposal description" cells in the second row are empty.

6. Editing and deleting items

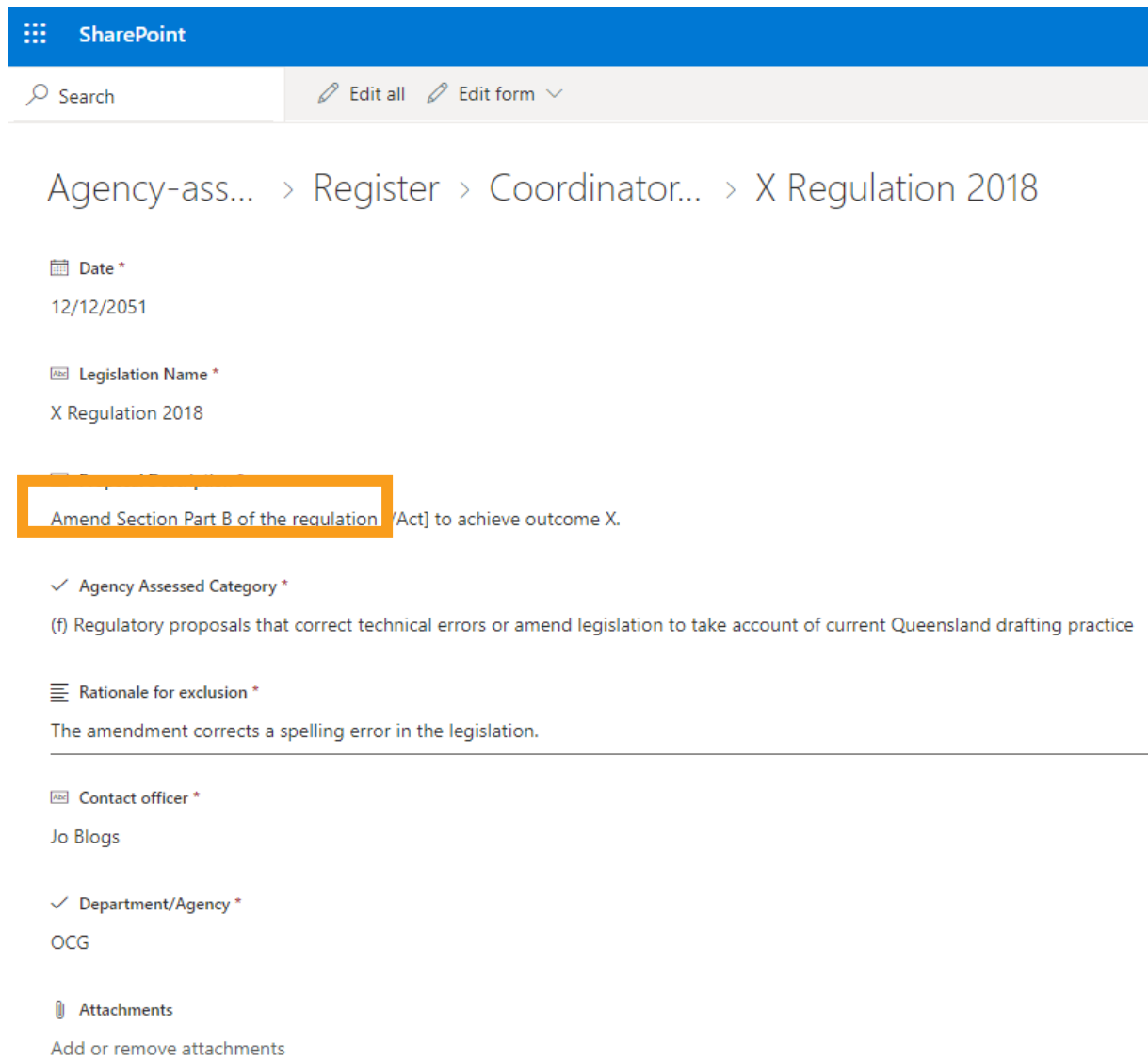
6.1 Editing items

You can edit any information that was either entered through a form or multiple entry.

To edit an individual form entry, click on your agency folder from the home page. Then select the regulation you would like to edit.



It will open a new browser window with the original form fields. You will then be able to change previously entered information in the form by clicking on the relevant form field and retyping over the incorrect information.



The screenshot shows a SharePoint form interface. At the top is a blue header with the 'SharePoint' logo and a search bar. Below the header are navigation links: 'Agency-ass...' > 'Register' > 'Coordinator...' > 'X Regulation 2018'. The form fields include:

- Date ***: 12/12/2051
- Legislation Name ***: X Regulation 2018
- Description**: Amend Section Part B of the regulation [Act] to achieve outcome X. (This field is highlighted with an orange border in the original image)
- Agency Assessed Category ***: (f) Regulatory proposals that correct technical errors or amend legislation to take account of current Queensland drafting practice
- Rationale for exclusion ***: The amendment corrects a spelling error in the legislation.
- Contact officer ***: Jo Blogs
- Department/Agency ***: OCG
- Attachments**: Add or remove attachments

Close the browser and the information will be automatically saved.

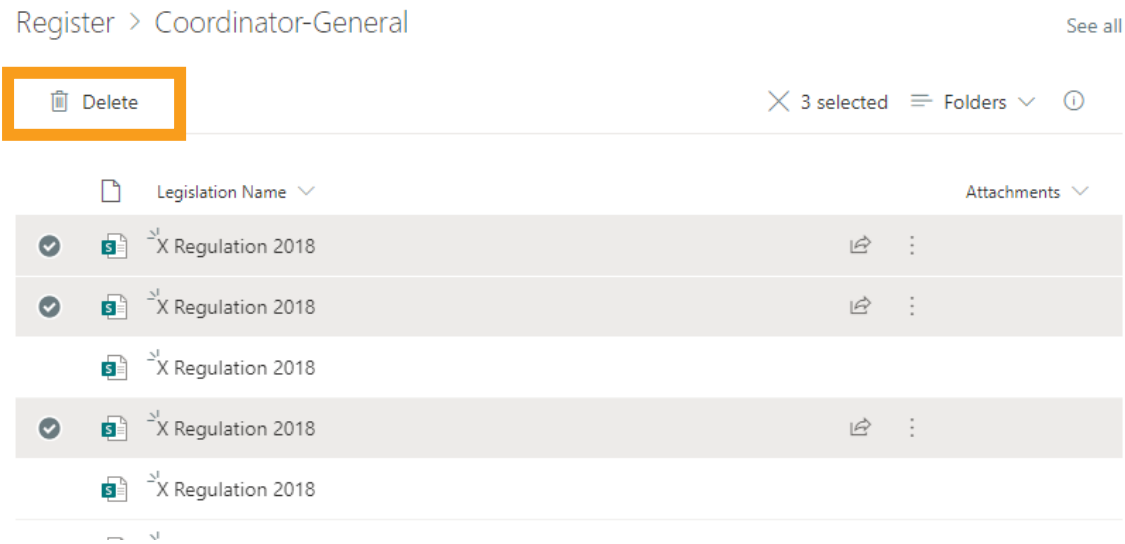
For multiple entry edits, follow the same procedure to enter in bulk entries (ensure you select 'All fields' prior to 'Quick edit').

Instead of copying and pasting new entries into the cells, select the cell you would like to update and edit as you would in excel. Once complete click 'exit quick edit'.

Alternatively, you can update the template and copy and paste across the updated information as previously outlined. Note you will need to delete the 'incorrect' or duplicative entries you may have just created. The next section explains how to do this.

6.2 Removing/deleting an entire form entry or row

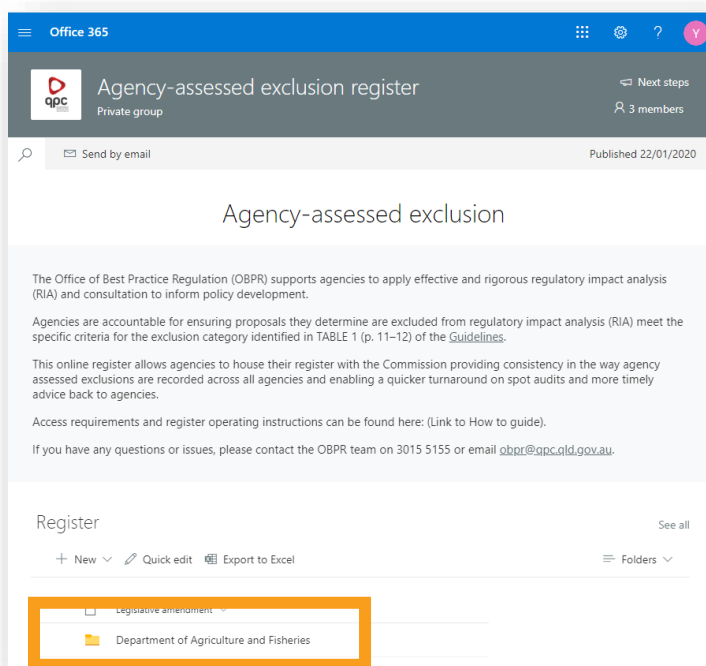
To remove a previously entered form, click on your agency folder from the home page. Select the entries (on the left-hand side) you would like removed and click 'Delete' in the top left corner above the list of entries.



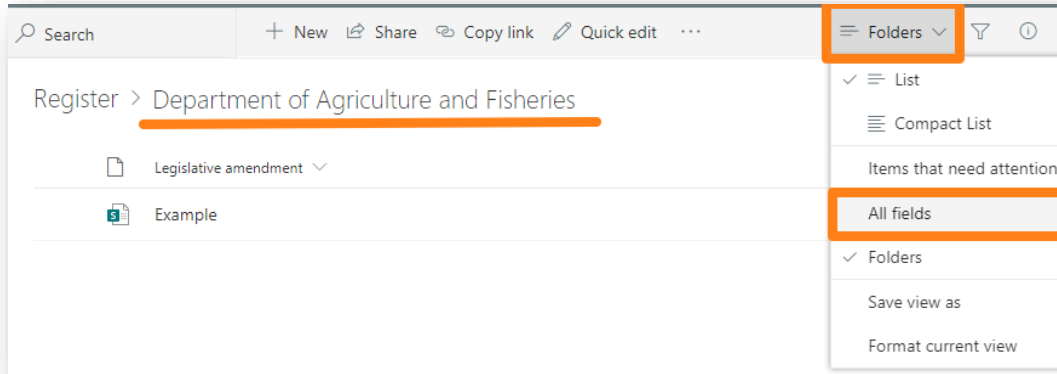
7. Exporting the register

Some agencies may like to have an excel export of their registers for internal reporting and record keeping requirements.

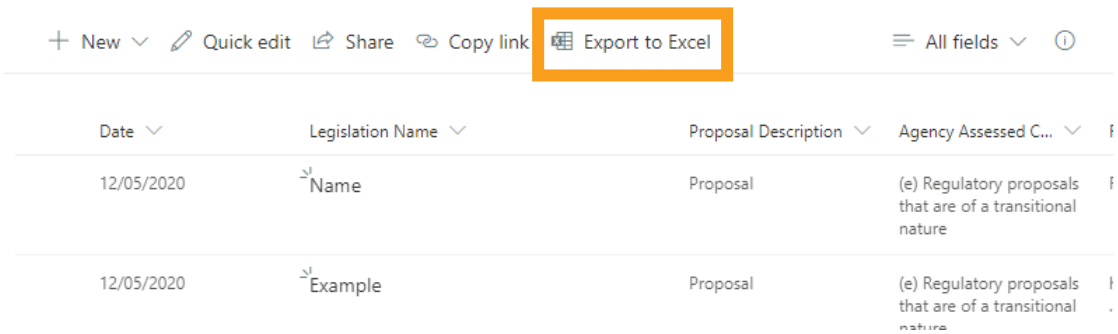
To export, click agency folder.



Select 'All fields'



Select 'Export to Excel'.



8. Contact us

If you have any questions, please send them to obpr@qpc.qld.gov.au or call us on 3015 5111.

