

# QWRAP Bid Pool Arrangements

# 2020-2022

# Document 2 – Bid Pool Application Template and Guideline

# February 2020

## Overview

The Queensland Water Regional Alliance Program (QWRAP) is funded by the Queensland Government to support local governments wishing to progress regional approaches for provision of drinking water and sewerage services. QWRAP bid pool funding is provided to assist groups of Queensland council service providers increase regional collaboration aligned with the “*regional collaboration maturity model*” (see **DOCUMENT 1 – Overview of QWRAP Funding**).

The Bid Pool consists of two components and this document provides a Template and Guideline for applying for funding for Joint Activities and Projects. Generally, a co-contribution in cash and kind will be expected for joint activities. The proportion of Bid Pool contribution to a joint activity may increase as a regional alliance progresses through theregional collaboration maturity model. The model and examples are provided in **DOCUMENT 1 0 Overview**.

**Figure 1**. Processes for accessing bid pool funding for projects and activities

**Joint Projects and Activities**

## Process for Bid Pool project and activity funding requests

Bid pool funding for joint projects and activities is available primarily for designated regions that have completed the initial review of institutional arrangements. Limited funding may be provided for other regions commencing collaboration at the discretion of the Partner Steering Committee (see **DOCUMENT 1 - Overview**). The Partner Steering Committee is comprised of members from DNRME, LGAQ and ***qldwater***.

LGAQ and ***qldwater*** (‘the Project Management Team’) will assess all applications and requests for sums greater than $30,000 are referred to the Partner Steering Committee. Where a bid is successful, an invoice for 25% of the requested amount (identifying GST) should be submitted to the LGAQ.

At completion of the activity an invoice for the residual (75%) of the requested funding can be submitted to LGAQ along with electronic copies of:

* 1. the summary of outcomes and outputs (**DOCUMENT 3 - *Finalisation Report*)**
  2. associated documents produced during the work

The final payment will rely upon assessment and approval of the project documentation including the Project Finalisation Report. Unless negotiated otherwise, intellectual property vests in the LGAQ, although parties retain unrestricted licence to same.

## Criteria for prioritising bid pool projects and activities

Bid pool funding is made available to encourage regionalisation of water and sewerage services. Projects and activities that generate benefits consistent with regionalisation as well as strengthening services for regional communities will be prioritised. The list of potential tangible and intangible benefits can be used to demonstrate a project or activity aligns with QWRAP objectives. Not all types of benefits will be realised in any single project, but funding will be directed to those that produce the most benefits whenever possible.

### **Table 1: Comparative and intangible benefits**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | | **Benefit** | **Examples of possible benefits\*** |
| 1 | **Maturity of Collaboration** | maturity level of collaboration before and after the work | * economies of scope and scale * progress towards regionalisation * transferability to other regions * example of activities that demonstrate high levels of regional collaboration (see **DOCUMENT 1 - Overview**, Attachment 1) |
| 2 | **Regional growth and self-sufficiency** | contribution of the project/activity to regional or council sustainability, resilience and self-sufficiency. | * improvements in level of risk management or reduction in risks * improved ability/likelihood for the region to address similar issues in future * increases in operator training/capacity and recognition * improved ability/likelihood for individual councils to address similar issues in future * regional resilience and capacity building |
| **3** | **Other intangible benefits** | Other benefits often secondary/ unintended or ‘difficult to measure’ | * increased community goodwill towards councils * better operator attraction and retention through offering greater training and opportunities * exposure to new technologies and standards * greater information sharing with other regions * improved performance reporting and benchmarking |

\* further examples are provided in **DOCUMENT 1 – Overview** and **DOCUMENT 3 – Finalisation Report**.

### **Table 2: Material Benefits**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | | **Benefit** | **Examples of possible benefits\*** |
| 1 | **Operational benefits** | savings and cost reduction arising from the project, | * cost saving (OPEX, CAPEX or through joint procurement), * improved 3rd party service delivery, * contractual streamlining and strengthening (e.g. specifications) * uniformity and alignment for future cost reduction * appropriate deferring capital expenditure |
| 2 | **Ongoing community benefits** | outcomes for customers and communities | * Customer service or affordability improvements * Improved safety or security * Staff skills, wellbeing, health and safety * Council reputation improved or protected |
| 3 | **Benefits that support sustainability of services** | outcomes that strengthen the Queensland water and sewerage sector | * Regional resilience and sustainability * Improved regulatory compliance * Asset Management and optimisation of capital investment * Enhanced regional planning |
| 4 | **Social and Environmental benefits** | community outcomes | * Local employment including youth and disadvantaged, * Regional economic growth, * Healthier, safer and more resilient communities * Environmental benefits |

\* further examples are provided in **DOCUMENT 1 – Overview** and **DOCUMENT 3 – Finalisation Report**.

**Complete the following Template by filling in blank cells and replacing blue example text with real examples from the project/activity.**

# QWRAP Bid Pool Funding Request

|  |  |
| --- | --- |
| Contact Information | |
| Name of regional alliance |  |
| Date of endorsement: |  |
| Contact Person: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description of Proposed Activity | | | | | |
| Title: | *Project name* | | | | |
| Brief overview: | *Description of work to be undertaken and how it relates to the Annual Plan or Regional Strategic Plan.* | | | | |
| Milestone | Month/Year | | Description | | |
| Start | … | | *Date of planned commencement* | | |
| Milestone 1 | … | | Initial project set-up meeting prior to commencement about the approach, methodology and timeframes for the project. | | |
| Milestone 2 | … | | …. | | |
| ... | … | | …. | | |
| Milestone ? | 50% | | Project review meeting at 50% completion to discuss progress. | | |
| ... | … | | …. | | |
| Completion | … | | *Expected date of completion of funded project/activities* | | |
| Cash and in-kind contributions1 | | Name of contributor | | Cash (incl-GST) | In-kind (incl-GST) |
| Council 1: | | $ | $ |
| Council 2: | | $ | $ |
| Council 3: | | $ | $ |
| Council 4: | | $ | $ |
| Council 5: | | $ | $ |
| Council 6: | | $ | $ |
| Sub-total | | $ | $ |
| *LGAQ/****qldwater****/DNRME* | | $ | $ |
| ***Bid pool request2*** | | **$** |  |
| TOTAL for PROJECT/ACTIVITY | | $ | |

In-kind contributions include travel, administration and hosting costs, staff salaries and project oversight. They may be estimated using a 1.5 multiplier of estimated salaries as follows: **in-kind = no. staff in each category x no. days x salary/261 x 1.5**

* + 1. Category 1- $70,000,
    2. Category 2- $100,000,
    3. Category 3- $140,000

Example: If ten Category 2 committee members spent four meeting days in meetings and four days in associated activities, the in-kind contribution is 10 (people) @ $100,000 (Cat. 2) x 8 (days) x / 261 (workdays) x 1.5 = $45,977.

2 Bid pool requests greater than $30,000 will be referred to the Project Steering Committee (see **DOCUMENT 1-Overview**) and will be subject to greater post-project reporting requirements (see **DOCUMENT 3 – Finalisation Report**).

# QWRAP Bid Pool Funding Request (cont.)

|  |  |
| --- | --- |
| Criteria | Expected outcomes and outputs |
| Promote regional collaboration maturity? | *Benefits that assist that demonstrate progression through the maturity model (e.g. economies of scope and scale, progress towards regionalisation, innovative collaboration, transferability to other regions, activities that demonstrate high levels of regional collaboration (see* ***DOCUMENT 1 - Overview****, Attachment 1).* |
| Improving regional growth and self sufficiency | *Contribution to regional or council sustainability, resilience and self-sufficiency (e.g. improvements in level of risk management or reduction in risks, improved ability/likelihood for the region (or individual councils) to address similar issues in future, regional capacity building (see TABLE 1).* |
| Expected intangible benefits | *Benefits that are expected from the projects but are difficult to measure (see TABLE 1). (e.g. A collaborative regional training approach allows staff to make cross council networks)* |
| Projected ‘Material Benefits’ | *Financial benefits or savings, operational benefits or improvement sin levels of service, community and environmental benefits (see TABLE 2 for more examples).* |
| Communication and promotion opportunities | *Communication opportunities that can promote regional collaboration or community awareness of Water and Wastewater Services or of QWRAP (e.g. any press releases or media articles, customer flyers or other collateral – e.g. mains cleaning and sewer relining commonly have photographs to promote the effectiveness of the works).* |

# Checklist for submission of bid pool applications

|  |  |
| --- | --- |
| **✓** | **Item** |
| 🞏 | project planned and endorsed by regional QWRAP steering group(s) |
| 🞏 | preliminary discussion of scope with LGAQ |
| 🞏 | submission of Bid Pool funding request (this document) to LGAQ including details of funding contributions, bid pool request and projected benefits of the project/activity |
| 🞏 | invoice for initial 25% of total bid pool amount requested forwarded to LGAQ along with Bid Pool funding request |
| 🞏 | Updates planned for regional steering group and QWRAP management team through technical meetings and Chairs & Coordinators teleconferences |
| 🞏 | project planned and endorsed by regional QWRAP steering group(s) |
| 🞏 | requirements for Project Finalisation report (see **Document 3**) reviewed and reasonably expected to be achievable |
|  |  |
|  |  |