

# QWRAP Bid Pool Arrangements

# 2020-2022

# Document 3 – Finalisation Report 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 creating a finalisation report for Joint Activities and Projects. This report along with an invoice for the final payment of the project should be submitted to LGAQ at the completion of all activities (see Figure 1).

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

**Joint Projects and Activities**

The following Guidelines and Template for completing a Finalisation Report should be used at the end of all funded activities. The required detail is greater for projects with greater than $30,000 funding as indicated in the guidelines.

A financial acquittal of projects should also be included with this report if they differed significantly from what was projected in the bid pool application, otherwise the details can be included in the Annual Financial Acquittal (see **Document 5** **– Annual Report and Acquittal**).

**Complete the following template by filling in blank cells and replacing blue example text with real examples from the project/activity. Complete only ONE template depending on whether the work received more or less than $30,000 bid pool funds.**

# QWRAP Finalisation Report (<$30k)

|  |  |
| --- | --- |
| Description of Proposed Project/Activity | |
| Title | *Title from original Bid Pool Application* |
| Brief Description | *Brief description of project from original Bid Pool Application updated to describe any changes.t* |

**Benefits and Outcomes of Project**

|  |  |  |
| --- | --- | --- |
| Criteria | Expected outcomes and outputs | |
| Promotion of regional collaboration maturity? | *Benefits 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).* | |
| Improved 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).* | |
| Any other intangible benefits | *Any benefits accrued to customer, councils, the region or more broadly (QWRAP/state-wide) that are difficult to value. For example:*   * *Councils exposed to new technology and standards.* * *Information shared with other QWRAP groups.* * *Participation promotes self-determination by local governments.* * *Cooperative approach builds on regional strengths and capacity of regional coordinator.* * *Improved regional benchmarking and performance reporting.* * *region better placed to leverage further investment.* * *leadership and experience are translated to other areas of Queensland that lack local capacity.* | |
| ‘Material Benefits’ gained from the project | Procurement savings | *reduced cost of joint procurement compared with each council undertaking work independently* |
| Savings or financial benefits from the work | *Any realised or expected CAPEX or OPEX savings (or deferral) promoted by the work an estimate of how likely they will be achieved.* |
| *Other material benefits or improvements such as:*   * *improved 3rd party service delivery or contractual streamlining or strengthening* * *regional uniformity/alignment for future cost reduction* * *appropriate deferring capital expenditure* * *Customer service or affordability improvements* * *Healthier, safer and more resilient communities and environmental benefits* * *Improved safety or security and/or regulatory compliance* * *Improved staff skills, wellbeing, health and safety and local employment* * *Council reputation improved or protected* * *Asset Management and optimisation of capital investment* * *Enhanced regional planning, economic growth* | |
| Communication and promotion opportunities | *Details of all communications undertaken by the region or individual councils to promote or inform about the work. Any communication to promote regionalisation or QWRAP. Inclusion of QWRAP logo in promotional materials and communications.* | |

|  |  |
| --- | --- |
|  | = priority fields |

# QWRAP Finalisation Report (>$30k)

|  |  |
| --- | --- |
| Description of Proposed Activity | |
| Title: | *Title from original Bid Pool Application* |
| Brief Description | *Brief description of project from original Bid Pool Application updated to describe any changes.* |

**Benefits and Outcomes of Project**

|  |  |
| --- | --- |
| Criteria | Expected outcomes and outputs |
| Promotion of 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****, Attachment 1).* |
| Improved 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).* |
| Any other intangible benefits | *Any benefits accrued to customer, councils, the region or more broadly (QWRAP/state-wide) that are difficult to value. For example:*   * *Councils exposed to new technology and standards.* * *Information shared with other QWRAP groups.* * *Participation promotes self-determination by local governments.* * *Cooperative approach builds on regional strengths and capacity of regional coordinator.* * *Improved regional benchmarking and performance reporting.* * *region better placed to leverage further investment.* * *leadership and experience are translated to other areas of Queensland that lack local capacity.* |
| Communication and promotion opportunities | *Details of all communications undertaken by the region or individual councils to promote or inform about the work. Any communication to promote regionalisation or QWRAP. Inclusion of QWRAP logo in promotional materials and communications.* |

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| --- | --- |
|  | = priority fields |

For Projects with > $30,000 bid pool funding, assess each of the following categories of intangible benefits using the following schema.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Risk Management** | Unknown but potential risk | Known risk but not well managed | Ongoing risk management | Risks reduced through project activities | Risk entirely removed or avoided |
| **Benefit Realisation** | No benefits would be realised | Some benefits might be achieved | Partial benefit realization | Significant benefit realisation. | Benefits fully achieved |
| **Future Collaboration** | Unlikely to collaborate in this area (w/out QWRAP) | Possible but rare or unlikely (w/out QWRAP) | Moderate likelihood of future collaboration | High likelihood of collaboration | Collaboration already commenced |
| **Maturity of Collaboration** | Little or no collaboration in project area (level 1) | Initial planning or joint activities (level 2-3) | Collaboration occurring (level 4) | High degree of cooperation (level 5-6) | Very high collaboration maturity (level 7-8) |
| **Regional Capacity** | Little capacity in project area | Capacity lower than other regions | Capacity similar to that of other regions | Above average capacity in project area | Region seen as leader in project area |
| **Capacity of individual councils** | Little capacity/ unlikely for most councils | Some councils could achieve benefits alone | Most councils positioned to achieve future benefits. | Most councils achieving ongoing benefits. | Each council has full capacity to achieve ongoing benefit |
| **Regional self-sufficiency** | Self-sufficiency is threatened because of the issue | Self-sufficiency possible in parts of the region | Region is self-sufficient with the issue | Resilience is greater than other regions. | The region is a leader on this issue. |

|  |  |  |
| --- | --- | --- |
|  | **Assessed Rating** | **Notes** |
| **Risk Management** |  |  |
| **Benefit Realisation** |  |  |
| **Future Collaboration** |  |  |
| **Maturity of Collaboration** |  |  |
| **Regional Capacity** |  |  |
| **Capacity of individual councils** |  |  |
| **Regional self-sufficiency** |  |  |

For Projects with > $30,000 bid pool funding, list known material benefits and assess the likelihood and value of each using the following schema.

|  |  |
| --- | --- |
| **Estimated Likelihood of benefit being realised** | **Estimated magnitude if benefit is realised** |
| 1. **Possible but unlikely** (or realised in > 10 years). 2. **Possible** in the next 10 years. 3. **Highly likely** to be realised in the next 5 years. 4. **Certain** to be realised in next 5 years. 5. Benefit has **already been realised**. | 1. Up to $10,000. 2. > $10,000 - $100,000. 3. > $100,000 – $1,000,000. 4. > $1 million - $10 million. 5. > $10 million. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Benefit Categories** | | **Benefits derived *(replace examples in blue italics)*** | **Likeli-hood** | **Size\*** |
| 1 | **Operational benefits** | * *cost saving (OPEX, CAPEX or procurement),* * *improved 3rd party service delivery,* * *contractual streamlining and strengthening (e.g. specifications)* * *uniformity and alignment for future cost reduction* | * *.* * *.* * *.* * *.* | * *.* * *.* * *.* * *.* |
| 2 | **Ongoing community benefits** | * *Customer service or affordability improvements* * *Improved safety or security* * *Staff skills, wellbeing, health and safety* * *Council reputation improved or protected* | * *.* * *.* * *.* * *.* | * *.* * *.* * *.* * *.* |
| 3 | **Benefits to support water and sewerage service sustainability** | * *Regional resilience and sustainability* * *Improved regulatory compliance* * *Asset Management and optimisation of capital investment* * *Enhanced regional planning* | * *.* * *.* * *.* * *.* | * *.* * *.* * *.* * *.* |
| 4 | **Social and Environmental benefits (TOMS)** | * *Local employment including youth and disadvantaged,* * *Regional economic growth,* * *Healthier, safer and more resilient communities* * *Environmental benefits* | * *.* * *.* * *.* * *.* | * *.* * *.* * *.* * *.* |

**\* include value of the benefit if known or estimated magnitude if not.**

# Checklist for submission of finalisation report

|  |  |
| --- | --- |
| **✓** | **Item** |
| 🞏 | project acceptable to regional QWRAP technical/strategic group |
| 🞏 | submission of any reports generated through the work (electronic format) indicating whether they are confidential, public or can be shared only with other QWRAP regions |
| 🞏 | submission of project finalisation report (this document) to LGAQ including details of benefits of the project/activity |
| 🞏 | financial acquittal for the project included in report if the total expenditure varied by more than > 10% of the projected amount in the bid pool proposal. |
| 🞏 | exit interview for any students involved in the projects to evaluate the benefits of their participation |
| 🞏 | invoice for final 75% of total bid pool amount requested forwarded to LGAQ along with project finalisation report |
| 🞏 | Unless negotiated otherwise, intellectual property vests in the LGAQ, although parties retain unrestricted licence to same. |