

# QWRAP Bid Pool Arrangements

# 2020-2022

# Document 5 – Annual Report & Acquittal

#  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 an Annual Report and Acquittal. This report summarises the outcomes and benefits achieved through the Annual Workplan and activities managed by the Regional Coordinator in the previous year (see Template and Guideline in **DOCUMENT 4**).

**Figure 3**. Processes for accessing bid pool funding for regional coordinator

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

# QWRAP Annual Report and Acquittal

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

### Highlights and key benefits achieved

*Summarise key outcomes achieved through the group in the past year (including known financial or intangible benefits) and any communication activities or opportunities at a local, state or broader scale.*

## Governance

*List the membership of groups that oversaw collaboration during the year, the meetings held and any changes that occurred. Include an estimate of in-kind contributions through council time devoted to governance and oversight in the annual acquittal (below).*

## Regional Maturity

*Assessment of the region’s collaboration maturity (with reference to* **DOCUMENT 1*)*** *and how it progressed because of the works undertaken.*

## Coordinator KPIs

*Summarise achievement of the regional coordinator against the planned KPIs. An example is provided in the following table.*

|  |  |  |
| --- | --- | --- |
| **KPI** | **KPI Related Activities** | **Rating** |
| **Administration** | * Arrange/Manage four face-to-face meetings per annum for each group
* Prepare Meeting Agendas and circulate a minimum of 7 days prior to the meeting. Circulate request for agenda items at least a week prior to distributing Agenda papers.
* Prepare Meeting minutes and circulate accurate draft minutes within 7 days of the meeting.
 |  |
| **Support** | * Coordinate and execute identified action items within the specified time frame
* Communicate with and include regulatory authorities as appropriate e.g. Water Regulator and Environmental Regulator.
* Identify, prioritise and recommend potential funding to support planned and future strategic actions
* Promotion/Communication
	+ Identify, prioritise and recommend potential promotional opportunities; and
	+ When directed prepare and/or convene promotional opportunities
 |  |
| **Project Management & Delivery** | * Develop and table detailed business cases within the agreed timeframe for each potential project requested by the group. Business case to identify:
	+ Project need
	+ Project benefits (to customer service & financial savings)
	+ Estimated costs
	+ Proposed split between members of costs
	+ Proposed milestones & basic project plan where required
* When directed, apply for funding within the agreed timeframe to support planned and future strategic actions of the alliance. Funding applications to be developed iteratively with assistance of the committee.
* Contract Administration - projects funded by the group are managed in a timely fashion and within proposed budgets
 |  |
| **Reporting** | * Produce Coordinator’s report for quarterly meetings
* Report on outcomes of each joint project detailing full costs and the estimated financial savings. The report includes a technical summary and information for broader communication focussing on outcomes and benefits. Report distributed for review within two months of practical completion.
* Summarise the financial situation concurrently with the Regional Coordinators Report.
* Update regional profile as needed and submit at least quarterly.
* Prepare and submit by May each year to LGAQ an Annual Report including acquittal that summarises:
	+ activities from throughout the year including costs and actual and projected savings.
	+ expected benefits and potential savings during the previous year
 |  |
| **Strategic Support/****Facilitation/****Direction** | * Obtain group’s approval and submit Annual Work Plan to LGAQ by May each year.
* Facilitate & support the groups strategic direction
* Develop and Implement a Strategic Plan for the region
 |  |

## Financial Acquittal

*Provide information of all cash and in-kind contributions to the funded projects and activities during the year.*

**Projects/activities still in progress.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **TITLE** | **Council/ Bid Pool/ Other** | **Cash contribution** | **In-kind contribution** | **% Contribution** |
| *X* | *Project X* | *Council 1* | *….* | *….* | *….* |
|  |  | *Council 2* | *….* | *….* | *….* |
|  |  | *Bid Pool* | *….* | N/A | 50% |
|  |  | *TOTAL* | …. | *….* | 100% |
| *Y* | *Project Y* | *….* | *….* | *….* | *….* |
|  | *….* | *….* | *….* | *….* | *….* |

**Projects and activities completed in the past year.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **TITLE** | **Council/ Bid Pool/ Other** | **Cash contribution** | **In-kind contribution** | **% Contribution** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Projects and Activities

*Summarise the projects and activities planned for the coming year. An example of information that may be included is provided in the following tables.*

**Annual Progress Report on Projects and Activities 20??-202?**

**Projects/activities still in progress.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **TITLE** | **Status at May** | **Status and OBJECTIVES and BENEFITS1 Achieved to Date** | **Councils involved** | **Bidpool Cost** | **% Complete** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Projects and activities completed in the past year.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **TITLE** | **OBJECTIVES and BENEFITS1 Achieved2** | **Financial****Benefit ($)** | **Bidpool Cost** | **Communications****Activities (past or planned)** | **Councils involved** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Benefits assessment should take account of the framework described in Attachment 1.
2. If Projects and Activities have an accepted Project Finalisation Report (**DOCUMENT 3**) simply provide a link/reference.

# Checklist for submission of Annual Report and Acquittal

|  |  |
| --- | --- |
| **✓** | **Item** |
| 🞏 | Report and Acquittal endorsed by regional QWRAP steering group(s). |
| 🞏 | benefits of the projects and activities undertaken by the group listed with estimated value where possible. |
| 🞏 | communications activities of upcoming opportunities listed. |
| 🞏 | Financial Acquittal includes details of all relevant funds associated with the QWRAP work up to May in the financial year. |
|  |  |
|  |  |

# Attachment 1: Assessment of Benefits

**Benefits and Outcomes of Projects and Activities**

|  |  |
| --- | --- |
| 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.* |

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

Benefits may also include an assessment 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** |  |  |

Known material benefits can be listed along with an assessment of 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.**