



Queensland
Water Regional Alliance Program

QWRAP Bid Pool Arrangements 2015-2018

7 April 2017

BID POOL ALLOCATION ARRANGEMENTS

1.0 Overview

Since July 2011, the LGAQ, *qldwater*, and the Queensland Government - through the Department of Energy and Water Supply - have been leading the Queensland Water Regional Alliance Program (QWRAP) jointly with council water service providers. The program was designed to provide leadership and support for Queensland councils wishing to investigate and transition to collaborative regional arrangements for the provision of drinking water and sewerage services.

Groups of councils participating in the program identify joint regional activities that have the potential to improve or assist councils in better understanding water and sewerage services. These activities are eligible for supplemental funding through continuing Queensland Government financial support of QWRAP. This component, called the 'Bid Pool', supports each of the regions in investigating and developing regional water and sewerage arrangements. Arrangements for participating councils to access these funds are outlined in this document.

2.0 Purpose of Bid Pool

The Bid Pool is an amount of State funding that has been allocated to assist councils in investigating or transitioning to regional arrangements through QWRAP.

There are three types of bid pool money in the current program:

Funding for new groups - this funding is solely for investigations and activities undertaken by councils that will form new QWRAP regions. As with prior funding that was directly available to councils, this assists with project costs associated with their investigations into collaborative models and activities. Funding is provided only to activities that demonstrably progress the QWRAP aims, but with particular emphasis on investigating collaborative models.

Funding for existing groups - this funding continues the successful cost-sharing bid-pool for regional collaborative activities that has existed since the beginning of QWRAP. The goal of the funding is to create an incentive for the groups to regionally drive capability and innovation in urban water services. Unlike previous funding, these groups will competitively bid for the funds, with increasing competition as additional groups are established.

Funding for regional coordination - this funding supplements the cost of a coordinator role (council employee or contracted position) in each region. The coordinator will both ensure continued regional collaboration and provide strategic direction for urban water services within the group. A coordinator role would not just include administrative and project management functions, but would be expected to contribute substantially to strategic development of policy initiatives and funding opportunities.

3.0 Process for allocation of Bid Pool funds.

Only for activities that clearly demonstrate a regional approach to urban water services and present a strategic plan for achieving positive results will be eligible for funding. An activity may be nominated for funding for any strategic aspect of an urban water service, and must be endorsed by the group prior to application. Any funds accessed from the Bid Pool are to be matched by cash and/or in-kind investment from participating councils. There is an expectation that councils will provide some form of cash contribution to the projects.

Unless alternative arrangements are negotiated, the LGAQ owns all Intellectual Property created as a result of activities funded through the Bid Pool, but all parties have perpetual unrestricted licence to use the materials.

Applications for bid-pool funding of regional activities can be made through a letter that contains each of the key elements outlined in the first step below, or by completing the QWRAP Bid Pool Funding Request form in this document.

Application process:

1. Submit a request for funding to the LGAQ. The request must include:
 - a. a description of the proposed activity
 - b. key milestones and an expected completion date of the activity
 - c. a brief summary of the expected benefits of the activity
 - d. the amount of funding sought
 - e. a summary of which councils will be participating, and the type (i.e. financial or in-kind) and value of their investment in the activity
 - f. consideration of the bid-pool criteria (see next section).
2. The request will be reviewed by the LGAQ, and ratified by the Program Steering Committee*. Applicants will be notified of the outcome by the LGAQ within 10 business days.
3. Successful applications should submit an invoice for the initial payment of the funding to the LGAQ. Unless otherwise negotiated, 75% of the funding will be paid up front and the remaining 25% at the successful completion of the activity. Funds from the bid pool will be transferred by LGAQ to the manager/host designated by the regional group within standard 30-day terms.
4. Once the activity has been completed, submit to the LGAQ electronic copies of all outputs from work produced and a summary of the outcomes that is suitable for public release.
5. Submit an invoice for final payment of the funding to LGAQ.

*Allocation of Bid Pool funds is ratified by the Program Steering Committee (comprised of members of LGAQ, Queensland Government and *qldwater*), but remains at the sole discretion of the LGAQ who are charged with holding and distributing the funds.

4.0 Criteria for accessing the Bid Pool

The following criteria should be considered and addressed in the request for funding. With the exception of the first and second criteria, which are required, there is no weighting to the criteria. Proposals that do not address all of the criteria can still receive funding. However, regional activities that satisfy all of the criteria will be viewed more favourably.

- alignment with QWRAP goal of promoting regional collaboration
- clearly identified improvements, increased understanding, or savings for water and sewerage services
- opportunity for work to be replicated or transferred to other regions across the State
- relevance to current State priorities* or other immediate issues affecting water and sewerage services
- explores an innovative approach to current challenges.

*State priorities will be communicated to each of the groups through representatives from LGAQ and *qldwater*.

5.0 Types of Activities that might be supported by the Bid Pool

Examples of activities that might be supported by Bid Pool funds include, but are not restricted to, the following:

- audit of Local Government water and sewerage services activities across a region
- review of current governance arrangements and new potential models for delivery of water and sewerage services

- developing and undertaking joint activities where there is strategic benefit for the entire region appropriate to the outcomes sought through QWRAP
- to augment existing funding for other joint activities (e.g. training, procurement and auditing) where regional benefits can be demonstrated
- investigations of regional strengths and challenges
- external reviews of financial sustainability of regional water and sewerage services
- procuring advice on costs and benefits of alternative regional arrangements
- reviewing integration of regional planning for drinking water quality
- regionally operationalising management plans
- integrating SCADA and telemetry approaches
- investigations into regional full cost pricing
- joint asset management approaches.
- presentation of QWRAP projects and activities at professional conference.

6.0 Availability of Bid Pool funds for regional projects

Funding for existing QWRAP groups is competitive, and available on first-come, first-serve basis. Groups are strongly encouraged to apply for funding early in the financial year as the fund may be exhausted depending on the number of applications.

In recognition that attracting external funding may be a deciding factor in whether or not a project proceeds, group coordinators or chairs may contact the LGAQ to confirm the merits and availability of funding for particular projects. Confirmation of the availability of funding is **not a commitment or approval** of funding, and groups still need to complete the application process as defined in section 3.0. However, the LGAQ will notify any groups that have made such inquiries if there is potential for the funding to be exhausted prior to their application.

7.0 Allocation of Bid Pool funds for regional coordinator funding

The Queensland Government financial support of QWRAP allows for a component (up to \$30,000 annually) of the bid pool to be allocated to existing QWRAP regions to support a position tasked with coordinating QWRAP activities across the region. The coordinator may be appointed solely for the purpose of managing QWRAP locally or this role may be part of a broader position based within the region if the following requirements are met. The funding **does not** need to be matched by participating councils.

Applications for bid-pool funding of regional coordinators can be made through a letter that contains each of the key elements outlined below, or by completing the *QWRAP Coordinator Funding Request* form in this document.

- The Regional Coordinator shall be employed through local arrangements (e.g. a participating council or a Regional Organisation of Councils) and report directly to the regional alliance or group responsible for QWRAP activities (or its delegate). Employment terms and conditions and other obligations remain solely the responsibility of the entity that employs them.
- An annual work plan for the coordinator position will be provided to LGAQ. The work plan must include (for the following 12 months):
 - a commitment and schedule for at least 4 meetings of the alliance or regional group
 - a brief overview of the employment conditions and expectations of the role
 - summary of specific strategic objectives for the next 12 months, and broad strategic objectives for the next 3 years
 - identification of regional projects that will be coordinated or facilitated
 - milestones for each of the activities to be undertaken - especially regional projects
 - any other KPIs the alliance or regional group chooses to adopt to demonstrate return on the investment.

- The employer of the coordinator agrees to provide written updates on progress towards the planned objectives in April and November of each year and a final summary report of outcomes at the end of the position funding.

Funding will be disbursed following approval of a work plan by the QWRAP Committee. Subsequent annual funding for the coordinator position will be subject to performance against milestones in the previous period, demonstrated return on investment for the State funding, and an updated annual work plan. As with other bid pool funding, an invoice for the amount of approved funding should be submitted to LGAQ for payment.

8.0 Key Contacts

Organisation	Name	Position	Phone Number	Email
LGAQ	Arron Hieatt	Principal Advisor for Water & Sewerage Infrastructure	07 3000 2237	arron_hieatt@lgag.asn.au
<i>qldwater</i>	Dr Rob Fearon	Director, Innovation Partnerships	07 3632 6855	rfearon@qldwater.com.au

Additional information can also be found at the QWRAP website: <http://www.qldwater.com.au/QWRAP>

QWRAP Bid Pool Funding Request

*Return the completed form to LGAQ:
By email to: Arron Hieatt, arron_hieatt@lgaq.asn.au
By post to: 25 Evelyn Street, Newstead 4000*

Contact Information	
Name of Alliance or Regional Group:	
Date on which this request was endorsed:	
Contact Person:	
Phone:	
Email:	

Proposed Activity	
Brief description:	
Key Milestones and Expected Completion Dates:	
Expected benefits:	

Funding				
The total council contribution can be no less than 50% of the amount requested.				
Amount requested:				
Total cost of project:				
Participating councils and their contributions:	Name of Council	Contribution		
		In-kind	Financial	Total
		Total contribution by councils:		
Brief summary of how the requested funding will be spent:				

QWRAP Bid Pool Funding Request

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Criteria	
Explain how this activity or project will meet each criteria	
Alignment with QWRAP goal of promoting regional collaboration	
Clearly identified improvements, increased understanding, or savings for water and sewerage service	
Opportunity for work to be replicated or transferred to other regions across the State	
Relevance to current State priorities or other immediate issues affecting water and sewerage services	
Explores an innovative approach to current challenges	

QWRAP Coordinator Funding Request

Return the completed form to LGAQ:
By email to: Arron Hieatt, arron_hieatt@lgaq.asn.au
By post to: 25 Evelyn Street, Newstead 4000

Contact Information	
Name of Alliance or Regional Group:	
Date on which this request was endorsed:	
Contact Person:	
Phone:	
Email:	

Coordinator Position	
The Regional Coordinator shall be employed through local arrangements (e.g. a participating council or a Regional Organisation of Councils) and report directly to the regional alliance or group responsible for QWRAP activities (or its delegate). Employment terms and conditions and other obligations remain solely the responsibility of the entity that employs them.	
Name of Coordinator:	
Phone:	
Email:	
Start Date:	
<input type="checkbox"/> Attach a position description. This can be a copy of information included in a job posting, or a written summary of the terms of employment along with expectations and milestones for the role.	

Work Plan	
<input type="checkbox"/> Attach a work plan. The work plan must include (for the following 12 months): <ul style="list-style-type: none">○ summary of specific strategic objectives and broad strategic objectives for the next 3 years○ identification of regional projects that will be coordinated or facilitated○ milestones for each of the activities to be undertaken - especially regional projects○ any other KPIs the alliance or regional group chooses to adopt to demonstrate return on the investment.	

Funding	
The total council contribution can be no less than 50% of the amount requested.	
Application for funding means there is agreement to the following conditions: <ul style="list-style-type: none">• a commitment to convene at least 4 meetings of the alliance or regional group• written updates on progress towards the planned objectives will be provided in April and November of each year and a final summary report of outcomes at the end of the position funding.	
Amount requested:	