QWRAP PROGRAM STRUCTURE

Steer

QWRAP
PSC

- RDMW: DDG Water
- LGAQ: Head of Advocacy
- QLDWATER - CEO

Manage

- RDMW: Director (Strategic Water Initiatives)
- LGAQ: Senior Policy Officer (Water and Waste)
- QLDWATER: Director (Innovation Partnerships)

QWRAP Working Group

QWRAP Program Manager (Qldwater)

QWRAP Program Administrator (LGAQ)

QWRAP Program Sponsor (DRDMW)

Implement

QWRAP Regions

Chairs

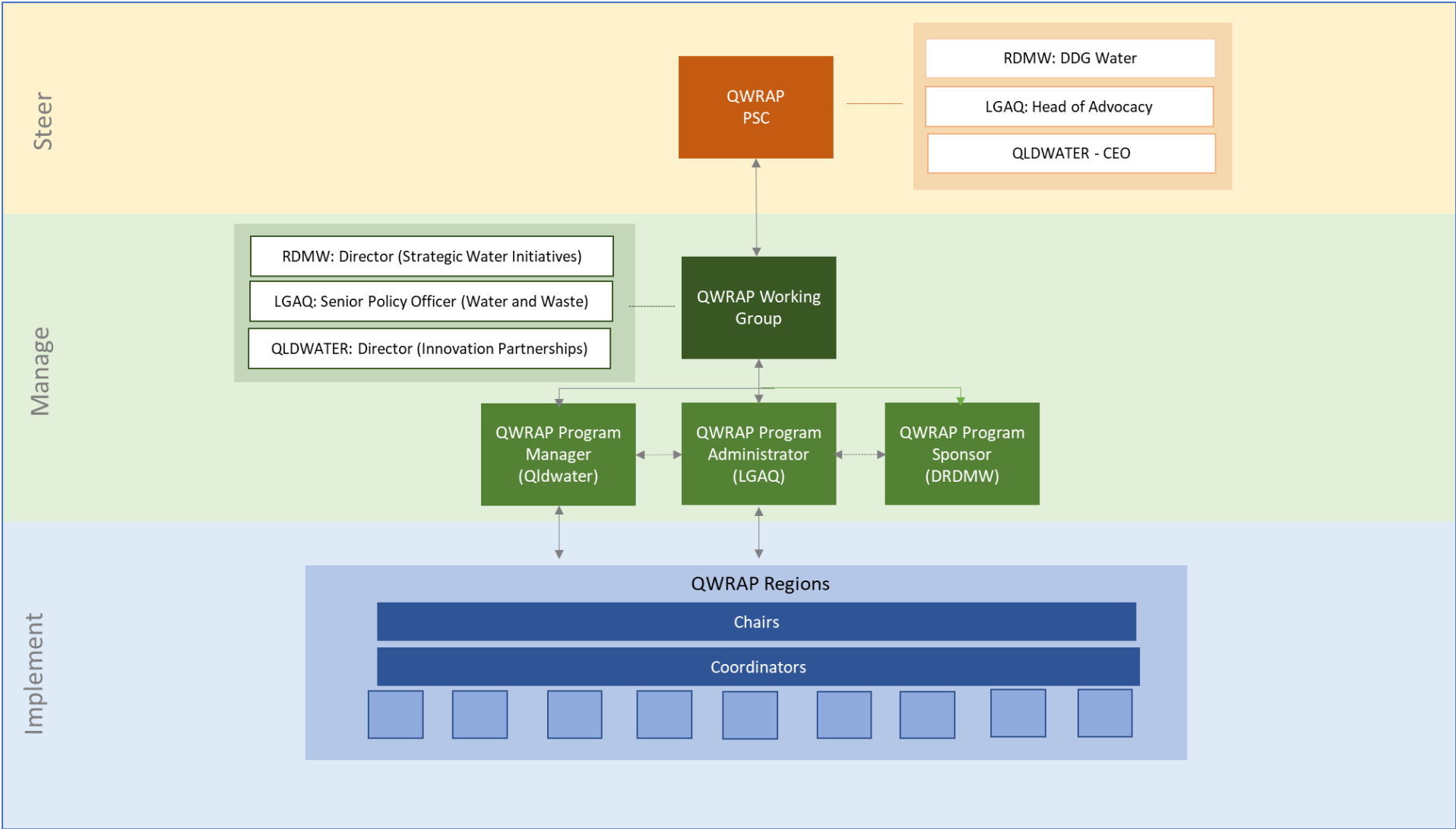Coordinators

QWRAP Program Structure (PSC endorsed: 22.12.22)

Roles and Responsibilities

Partner Steering Committee (PSC)	
Steer	• Sets strategic direction (vision, objectives, priorities) • Monitor program scope, activities, and progress (KPI, quarterly reports) • Host / Chair PSC meetings (to revolve between partners)

Oversight	• Approve the:
	    o yearly action plan
	    o release of the QWRAP annual report
	    o financial acquittal report
	    o communication strategy
	    o funding for bid pool projects >$50,000
	• Note the DRDMW state-wide priority and research activities

Guidance	• Resolve escalated issues
Support	• Champion program to whole of government/industry • Support terms of MOU • Facilitate information sharing between partners • Provide links to state-wide organisations and other government agencies

Working Group	
Report	• Draft yearly priorities and action plan in line with strategic direction • Prepare KPI report for PSC (Standing item as part of the working group for updating)
Assess	• Assess and approve bid pool applications <$50,000 • Assess and make recommendations to PSC for bid pool projects >$50,000 • Assess and make recommendations to PSC on external pilots and trials • Provide input into and endorse DRDMW state-wide priorities, research, and innovation opportunities
Manage	• Update and manage activities of each region, outstanding issues, project and program risks and possible solutions • Resolve project and MOU related issues • Escalate unresolved issues to PSC • Undertake PSC secretariat duties, including coordinating actions arising from PSC meetings C (revolve between partners)
Communicate	• Share information between partners • Co-ordinate multi-partner communication campaigns (where appropriate)

QWRAP Program Sponsor (DRDMW)	
Program Sponsor	• Oversee Program on behalf of Qld Government
Strategic Advice	• Provide Policy leadership • Draft strategic framework • Set the state-wide priorities, including innovation and research and undertake activities / trials as required (DRDMW held funds) • Set, identify and implement non-QWRAP region activities (DRDMW held funds) • Drive and support sector change • Identify emerging issues and priorities • Lead the development of the Program communication plan
Government subject matter expert	• Raise the Program profile within DRDMW and Government broadly • Release relevant communications products as required by QG / DRDMW • Provide a State perspective within DRDMW and relevant Queensland Government agencies

QWRAP Program Administrator (LGAQ)	
Administer the QWRAP program	• Administer the Program on behalf of DRDMW and Qldwater • Assist regions' collaborative efforts • Raise the Program profile with local government elected members and participating service providers executives / senior leaders • Financial management (invoicing, milestone payments, acquittals, and report) • Project management (facilitate kick off/review meetings) • Coordinate with qldwater • Implement relevant QWRAP related communications
Local Government subject matter expert	• Provide local government perspective • Engage and manage local government elected members • Engage with established steering groups (i.e., ROCs)

QWRAP Program Manager (qldwater)	
Program Manager	• Manage the QWRAP Program on behalf of DRDMW and LGAQ • Provide program management support tools (guidelines and templates) • Provide project advice (planning, bidding, implementation) • Coach /mentor the regions • Share information and learning across all regions and partners

	• Be a de-facto regional co-ordinator (temporary unless purely administrative (i.e. not preparing bid pool proposals) • Coordinate regional coordinators and chairs • Coordinate with LGAQ • Prepare quarterly and annual reports • Provide updates at regional meetings, for the PSC and for other purposes as required • Maintain QWRAP website and implement relevant QWRAP related communications
Technical subject matter expert	• Raise the Program profile with water service providers • Advise and provide feedback on technical issues/matters to other partners and regions • Provide a service delivery perspective, including identifying emerging issues /priorities • Engage with regional technical groups

Chair	
Leadership	• Provide leadership to the Alliance with engagement of the Alliance Leadership Group (ALG) • Ensure the Alliance meets their commitments
Financial	• Ensure that projects which received Bid Pool funding are appropriately managed with required reporting
Support	• Support the Coordinator • Advocacy with relevant government audience, elected members, and ROCs • Represent the region in meetings/forums with other regions/stakeholders • Ensure that contact lists are accurate and up to date

Coordinator	
Administration (Governance)	• Arrange/Manage four face-to-face meetings per annum for each group • Prepare Meeting Agenda 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. • Ensure coordination with Stakeholders re: the scheduling of meetings the QWRAP email and calendar needs to be utilised. • Ensure accurate and up to date contact lists. • Ensure QWRAP management (qldwater and or LGAQ) representation at each of the 4 meetings.

Support (Capability)	• Coordinate and execute identified action items within the specified timeframe.
	• Communicate with and include regulatory authorities as appropriate for projects e.g. Water Regulator and Environmental Regulator.
	• Maintain regional skilling opportunities as a regular discussion topic at regional meetings.
	• Identify, prioritise and recommend potential funding to support planned and future strategic actions.
	• Promotion/Communication – in consultation with the QWRAP Chair:
	   o Identify, prioritise and recommend potential promotional opportunities; and
	   o Prepare and/or convene promotional opportunities with regional group oversight.

Project Administration / Initiation	• Develop and table detailed business cases/Bid Pool application within the agreed timeframe for each potential project requested by the group. Business case to identify:
	   o Project need
	   o Project benefits (to customer service & financial savings)
	   o Estimated costs
	   o Proposed split between members of costs
	   o Proposed milestones & basic project plan where required.
	• Projects over certain value include optioneering exercise as part of Bid Pool Application.
	• 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.

	• Ensure all regional alliance partners are aware of and have the opportunity to participate in regional alliance projects.

Reporting	• Provide regular reports in line with the QWRAP reporting guidelines and templates. These reports include:
	    o Updates to the Chairs and Coordinators meetings - quarterly
	    o Outcomes of each joint project – within two months of project completion
	    o Annual report – due by May each year
	• Notify QWRAP management of group composition changes e.g. new Chair, new technical representatives (including contact details for each member).
	    o

Strategic Support/ Facilitation/ Direction	• Obtain group's approval and submit Annual Work Plan to LGAQ by end of May each year. • Facilitate & support the groups strategic direction.