

Fund Allocation Panel – Terms of Reference

Purpose of the Panel

- To review, assess and provide objective, independent recommendations to Pacific Blue in relation to funding of projects through the Sustainable Communities Fund (SCF).

Aims

- To consistently and equitably apply the SCF Application Guidelines and selection criteria across all applications.
- To further community involvement in fund allocation.
- Increase transparency of the fund allocation process.

Scoring

- Scoring is based on the community importance of each project, and its alignment with Pacific Blue's Community Benefit Sharing Guidelines from the perspective of each panelist.
- The following scoring should be applied for each individual projects:
 - 1 – 3 for low priority (meaning the project would be nice to have, but not an immediate community priority).
 - 4 – 7 for medium priority (meaning the project is somewhat important to the community).
 - 8 – 10 for high priority (meaning the project is very important to the community).

Principles

- Pacific Blue is committed to ensuring equity and transparency in its decision making processes for the SCF.
- Privacy and confidentiality of Pacific Blue and applicant information will be maintained at all times.

Responsibilities of all panel members

- Pacific Blue's Values: We are Better Together; We Care; We are Customer Focussed; We Take Action.
- Panel members must provide objective recommendations based on the selection criteria outlined in SCF Application Guidelines.
- Adherence to the principles outlined in the Terms of Reference and full declaration of any conflict of interest.
- Maintain privacy and confidentiality of Pacific Blue and SCF applicants at all times. Members of the Panel are not to discuss or disclose the content of applications to the Fund with any third party, or outside of the Fund Allocation Panel process.
- Complete assessment within the designated time frame.
- Review applications and supporting documents to gain a good understanding of both the projects seeking funding and the SCF Guidelines prior to the Panel meeting.
- Attendance at Fund Allocation Panel meeting.

Application assessment process and decision making

The Fund Allocation Panel is comprised of at least three community members from the local area, a local council representative, and two Pacific Blue employees, plus a Pacific Blue employee as Chair. The assessment process for the Panel is as follows:

1. Applications received and assessed for eligibility as set out in SCF Guidelines.
2. Summary of applications provided to all panel members with supporting documents (such as SCF Application Guidelines) for assessment.
3. Panel members convene on the specified date to assess applications.
4. List of successful applicants finalised.
5. Pacific Blue senior management sign off on recommended projects for funding.

Panel appointment process

Pacific Blue makes appointments to the Fund Allocation Panel based on relevant skills and experience in line with the Fund selection criteria.

This may include experience (professional or voluntary) in the following areas:

- Finance, investment or accounting
- Management or administration
- Community relations
- Service on committees, boards or advisory councils
- Relevant experience in SCF key funding areas – health and welfare, education and training, arts and culture, sport and recreation, Aboriginal and Torres Strait Islanders, or the environment.

Community Members

The following appointment process applies to community members wishing to join the Panel:

- Pacific Blue calls for Fund Allocation Panel - Expressions of Interest (EOI) in each local area via:
 - Advertisements in local papers
 - Pacific Blue website
 - Pacific Blue social media
 - Direct mail outs to previous SCF applicants
- Criteria (as above) to be addressed by interested applicants via a FAP EOI form.
- Fund Allocation Panel EOI applicants reviewed by Pacific Blue staff based on relevant skills and experience.
- Applicants advised of outcome and appointments made.

Pacific Blue staff

The following appointment process applies to Pacific Blue staff wishing to join the Panel:

- Pacific Blue calls for Fund Allocation Panel - Expressions of Interest (EOI) via internal communications channels.
- Criteria (as above) to be addressed by interested applicants via a Fund Allocation Panel EOI form.
- Fund Allocation Panel EOI applicants reviewed by Pacific Blue staff based on relevant skills and expertise.
- Applicants advised of outcome and appointments made.



Local council

Invitations are sent to the relevant local council of each Fund area at the beginning of each funding period, requesting that the relevant individual working in a community grants role (or similar function) participates in the selection process.

Remuneration

Community members participating in the Fund Allocation Panel will be remunerated a total of \$300 in the form of a gift voucher(s). Payment has been determined based on the approximate number of applications to be reviewed, the time this will take, and the complexity of the assessment process.

Personal costs incurred to attend the Fund Allocation Panel meeting (such as parking, childcare) will not be reimbursed.

Pacific Blue staff, project landholders and local council representatives participating in the panel will not receive additional remuneration for their time.

Appointment term for panel members

Community members

Community members may sit on the relevant area's Fund Allocation Panel only in the calendar year for which they have been appointed. However, if they still fulfil the relevant selection criteria, previous community panel members may also apply to sit on the Fund Allocation Panel in subsequent years.

Pacific Blue staff

Pacific Blue staff may sit on the Fund Allocation Panel for each or some of the four Fund areas in the calendar year they are appointed.

Local council

Local council in each of the Fund areas will be contacted prior to the Fund opening to select a representative with relevant experience to participate in the Fund Allocation Panel. If the individual in this role does not change from year to year, the same representative may participate in that Fund Allocation Panel for multiple years.

Time commitment

All panel members will be required to undertake between 2 - 4 hours reading time, and attend a 2 - 3 hr meeting to participate in the Fund Allocation Panel (timing is dependent on the number of applications).

Support to assessment panels

- All Fund Allocation Panel members will be briefed on the context of the Sustainable Communities Fund, their role and the process of recommendation to Pacific Blue.
- External assessment panels are supported by Pacific Blue's Engagement and External Affairs team who are available to provide advice, support and background on applications.
- Panels are provided with all necessary tools for assessment including the SCF Guidelines and Selection Criteria.

