



Community Benefit Fund Program

Allocation Panel Terms of Reference

22 April 2024



Contents

1.	What is the Community Benefit Fund Program Allocation Panel?	1
2.	Purpose.....	1
3.	Role and objectives.....	1
4.	Principles	1
5.	Membership.....	1
6.	Criteria	1
7.	Appointment	2
8.	Responsibilities	2
9.	Program Application Assessment Process	2
10.	Decision making authority	3
11.	Scoring.....	3
12.	Remuneration.....	4
13.	Appointment Term.....	4
14.	Time commitment.....	4
15.	Support	4



1. What is the Community Benefit Fund Program Allocation Panel?

The Community Benefit Fund Program Allocation Panel (the Panel) will assess applications to Pacific Blue's Community Benefit Fund Program (the Program) and provide recommendations to Pacific Blue regarding the allocation of funding to selected projects.

2. Purpose

The Panel's purpose is to:

- review and assess applications to the Program against the criteria set out in the Community Benefit Fund Program Guidelines (the Guidelines).
- provide objective and independent advice to Pacific Blue about the suitability of proposed projects in the local community.
- apply the Guidelines, including selection criteria, consistently and equitably to all applications.
- maximise community input into the fund allocation.
- increase transparency of the fund allocation process.

3. Role and objectives

Panel members will provide recommendations to Pacific Blue for the Community Benefit Fund Program, using their:

- experience in grant assessment.
- professional or volunteer experience in sectors including finance, management and administration, or community relations.
- understanding of Pacific Blue's six key funding areas (see Criteria).
- knowledge and/or lived experience of at least one of the communities targeted for funding.

4. Principles

Pacific Blue is committed to equity and transparency in the Program's decision-making process.

The privacy and confidentiality of Pacific Blue and all Program applicant information will be maintained at all times.

5. Membership

Each Panel will include:

- at least three (3) community members from the local area.
- one (1) local council representative.
- two (2) Pacific Blue employees.
- one (1) additional Pacific Blue employee or independent contractor in the role of Chair.

6. Criteria

Pacific Blue will appoint members to the Panel based their relevant skills and experience. This may include professional or voluntary experience in:

- finance, investment or accounting.



- management or administration.
- community relations.
- service on committees, boards or advisory councils.
- the six key funding areas (health and welfare; education and training; environment, sport and recreation; cultural and arts; Aboriginal and Torres Strait Islander health and wellbeing).

7. Appointment

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

- [1] Pacific Blue calls for Fund Allocation Panel - Expressions of Interest (EOI) via:
 - advertisements in local papers, the Pacific Blue website and social media channels and direct mail outs to previous Program applicants (community members)
 - internal communications channels (Pacific Blue staff).
- [2] Interested applicants complete EOI form.
- [3] Pacific Blue staff review applications based on relevant skills and experience.
- [4] Applicants advised of outcome and appointments made.

For the local council representative role, Pacific Blue will send an invite to the relevant council at the beginning of each funding period, requesting the nomination of a representative individual working in a community grants role to participate in the panel.

8. Responsibilities

Panel members must:

- adhere to the Panel principles.
- declare any potential, perceived or actual conflict of interest.
- constructively contribute to the Panel meeting, having already reviewed all applications with respect to the fund guidelines, and particularly the selection criteria.
- make objective recommendations based on the selection criteria outlined in the Guidelines.
- act in accordance with Pacific Blue's values: We are Better Together; We Care; We are Customer Focussed; We Take Action.
- respect the ideas, beliefs and experiences of all members.

9. Program Application Assessment Process

The assessment process for applications to the Program involves five steps.

- [1] Pacific Blue receives and assesses applications as eligible or ineligible, in line with the Guidelines.
- [2] Pacific Blue provides a summary of all eligible applications to all panel members with supporting documents for review.
- [3] Panel members convene on an agreed date to assess eligible applications.
- [4] Panel members finalise the list of applications recommended for funding.
- [5] Pacific Blue signs off on the list of applications to be funded.



10. Decision making authority

Having reviewed each application, the Panel is expected to reach a consensus in assessing each application. Where a consensus cannot be achieved, a decision on the recommendation will be determined by majority vote.

Pacific Blue reserves the right to accept or reject any recommendation made by the Panel.

11. Scoring

Scoring is based directly on the selection criteria defined in the Fund Guidelines.

Panel members are encouraged to score each application against each of the nominated selection criteria as follows:

Criteria	Low (Score 0 – 7)	Moderate (Score 8 – 14)	High (Score 15 – 20)
3.1 Align with the Community Benefit Fund Program aims	Little to no alignment with the aims outlined in the Guidelines	Limited alignment with the aims outlined in the Guidelines	Strong alignment with the aims outlined in the Guidelines
3.2 Identify community needs	Community needs are not clearly identified or addressed	Community needs are identified or addressed	Community needs are clearly and definitely identified or addressed
3.3 Have a clear, realistic, and feasible plan	Plan is not clear, realistic or feasibility	Plan is somewhat clear, realistic and feasible	Plan is clear, realistic and feasible
3.4 Outline a budget, prices and alternatives	No budget, prices or alternatives are provided	An approximate budget, price estimates and alternatives are provided	A robust budget, price estimates or alternatives are provided
3.5 Outline a management plan	No management plan is provided	A rough management plan is provided	A clear and achievable management plan is provided

Additional scores can be awarded to applicants on the basis of:

- **Proximity:** applied to communities closest to a project experiencing the greatest impacts as follows
 - 0 - 5km 15% weighting
 - 5km - 10km – 10km 10% weighting
 - 10km – 15km 5% weighting.
- **Innovation:** up to 10% weighting applied to projects that propose an original solution to community need(s), or involve significant collaborate with the broader community, other community groups, council and/or local business(es) in both delivering this project and, in the future.
- **Innovation:** applied



12. Remuneration

Community members participating in the Panel will be remunerated a total of \$300 in the form of a gift voucher(s). Any additional costs related to participation in the panel (such as parking or childcare) will not be reimbursed.

Pacific Blue staff and local council representatives participating in the panel will not receive additional remuneration.

13. Appointment Term

Community members

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

Pacific Blue staff

Pacific Blue staff may sit on the Panel in the calendar year they are appointed.

Local council

The same council representative may participate in the Panel for multiple years, provided their job description and responsibilities remain relevant to the Panel's objectives.

14. Time commitment

Depending on the number of eligible applications received, pre-reading of applications and supporting documents is expected to take two to four hours. All Panel members must commit to attending a one-off, two-to-three-hour briefing meeting before the Panel convenes to consider applications.

15. Support

To aid informed decision making, Pacific Blue will brief panel members on:

- the context of the Program, and their role on the Panel.
- supporting documentation including the Guidelines.
- how to contact Pacific Blue's Engagement and External Affairs team for support and advice.

