

BGPH Community Advisory Panel Terms of Reference

1.0 Purpose

The BGPH Community Advisory Panel meets twice annually to assess and provide objective advice and recommendations to Neoen Australia on the allocation of funds from the BGPH Community Fund.

2.0 Objectives

Neoen Australia is committed to contributing to the Northern Grampians region by providing financial support to community groups to build capacity and grow the region. Each year, through the BGPH Community Fund, Neoen Australia invests funds in organisations through an open and competitive program.

The BGPH Community Fund Community was established to provide support to local projects that benefit and strengthen the Northern Grampians region.

The objectives of the BGPH **Community Advisory Panel** are to ensure the following:

1. That the BGPH Community Fund complies with all legal and regulatory requirements;
2. That the BGPH Community funds are allocated in a consistent, fair and transparent manner;
3. That projects and activities funded meet the funding eligibility criteria.

3.0 Membership

3.1 Appointment to panel

Neoen Australia will undertake an expression of interest (EOI) process calling for interested community members to participate in the assessment process of all applications to the BGPH Community Fund.

Neoen Australia will select and appoint community members based on merit, skills and expertise and taking into account diverse representation of views and backgrounds. Neoen will give consideration to factors such as gender, abilities, age and cultural background.

3.2 Membership

The Panel will be convened by Neoen Australia and will comprise:

- Up to six community members representing each of the 'community growth focus' areas;
- One Neoen Australia representative;
- One local government representative.

3.3 Appointment period

Panel members will be selected every two years and appointed for a 24-month period.

Resignation of Panel Member

A Panel member may resign from the Panel by advising NEOEN Australia in writing.

4.0 Accountability

The appropriate Neoen Australia representative (e.g. local project manager) will be responsible for reporting on the activities of the Panel to the Neoen Australia board.

5.0 Operations - meetings and expectations of panel members

- Panel members will be required to undertake approximately one (1) day of reading time, and be available for up to two (2) half days of meeting time per year depending on the number of grant applications.
- Quorum: to achieve a quorum, at least three (3) community members and one (1) government representative are required to be in attendance at each grant assessment meeting.
- Administration support will be provided by Northern Grampians Shire Council.
- The Panel shall follow the general consensus principle when determining its recommendations
- Panel members will not publicly comment on behalf of the group. Neither will members seek to advocate on the needs of any individual or organisation.
- Panel members must treat information with sensitivity and are required to adhere to the Confidentiality and Disclosure agreement.
- Panel members should keep informed of current developments, issues and concerns in the local community.
- Panel members must prepare for and actively participate in meetings.
- Panel members must declare in advance any potential conflict of interest and to exit the room during the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Assessment Panel meeting.
- Panel members must act in a courteous manner, respecting others views and opinions.
- Panel members are ineligible to receive any grant, sponsorship or funding from Neoen that is awarded through or on the advice of this panel.

The Terms of Reference will be reviewed annually.



Application Form: BGPH Community Advisory Panel (CAP)

Name:

Email or Address:

Contact number:

Role within the community:

Please provide details about yourself demonstrating merit, skills and expertise for why you would be an effective CAP member:

Please indicate the areas of expertise by circling/marketing the area/s:

Finance

Governance

Project management

Fundraising

Marketing

Renewable energy

Local government

Other

Please provide supporting details:

Can you demonstrate experience or knowledge in one or all of Neoen Australia’s community growth focus areas (please circle): **YES / NO**

Please provide supporting details (add additional page/s if required):

Why do you wish to be appointed as CAP member?



Applicants must understand the expectations of panel members. Please indicate below whether, if selected, you agree to the following responsibilities.

- As a panel member I will undertake approximately one (1) day of reading time, and be available for up to two (2) half days of meeting time per year depending on the number of grant applications.
- I understand that a quorum is required when assessing grant applications and that to achieve a quorum, at least three (3) community members and one (1) government representative are required to be in attendance at each grant assessment meeting.
- I understand that administration support will be provided by Northern Grampians Shire Council.
- I will follow the general consensus principle when determining its recommendations.
- I will not publicly comment on behalf of the group. Neither will I seek to advocate on the needs of any individual or organisation.
- I will treat information with sensitivity and are required to adhere to the Confidentiality and Disclosure agreement.
- I will keep informed of current developments, issues and concerns in the local community.
- I will prepare for and actively participate in meetings.
- I will declare in advance any potential conflict of interest and to exit the room during the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Assessment Panel meeting.
- I will act in a courteous manner, respecting others views and opinions.
- I understand that as a panel member I am ineligible to receive any grant, sponsorship or funding from Neoen that is awarded through or on the advice of this panel.

Do you agree/disagree? YES / NO

If you have additional information you would like Neoen Australia to consider in your Expression of Interest, please provide it here:

SIGNED: _____

DATE: _____