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## TERMS OF REFERENCE

### COMMUNITY BENEFIT FUND

Capricornia Energy Hub has established a Community Benefit Fund (The Fund) for the pre-construction phase of the project. The Fund has been set up in order to help and support the local community and local community groups with projects for the benefits of the local community in the Eungella Hinterland.

In line with the objectives and ethos of the Capricornia Energy Hub, owned by Copenhagen Infrastructure Partners, The Fund will place a strong importance on initiatives and projects that enhance the sustainability of the local area, promote the local area as a tourist destination including by raising awareness and respect of art, culture and history of the Traditional Owners, enhance the local amenity and assist the community with reducing its carbon footprint and emissions.

All local community groups are invited to apply for The Fund by completing the submission form on our website.

Capricornia Energy Hub will provide \$50,000 for The Fund on an annual basis in the pre-construction phase of the project and will establish a new Community Benefit Fund during the construction and operational phases of the project.

The trustee for the fund will be the Capricornia Energy Hub project team and recommendations on successful applicants will be provided by a Community Advisory Committee (The Committee).

### Funding Criteria

The Committee's assessment of submissions and recommendations to Capricornia Energy Hub will be based on meeting the following criteria:

Location of the project:

- The project must be located in the Eungella, including Nebo, Finch Hatton, Mirani, Netherdale, Crediton, Dalrymple Heights, but no further than Mackay, Glenden or Newlands.
- The Recipient must be a registered Australian body, corporation or body corporate as those terms are defined within the Corporations Act 2001 (Cth).

Objectives:

- Promote tourism
- Enhance sustainability
- Arts and cultural awareness
- Developing local amenity
- Reducing carbon emissions.

The Fund has not been established to support the following types of projects or expenditure:

- Individuals seeking support for overseas travel for any purpose

- Costs of alcohol, drugs, gambling, illegal or unethical activities
- Political organisations or campaigns
- Religious organisations for religious purposes (defined as a purpose directly connected with religious worship, teaching, or service)
- Project salaries or other employee / volunteer expenses or reimbursements
- Submissions seeking retrospective funding, i.e., for costs already incurred before approval of funding is given
- Previously successful organisations who have failed to implement their funded program prior to the current round of grants
- Projects that, in the opinion of The Committee and Capricornia Energy Hub, are environmentally, socially or economically unsustainable
- Projects requiring an annual investment.

### **Proposed Timing for Funding Submissions**

- Submissions will be considered twice a year
- Submissions will be received until 30 September 2024 for Committee review and recommendations in October 2024
- Submissions will be received until 31 March 2025 for Committee review and recommendations in April 2025.

### **Community Advisory Committee**

- The Committee will be appointed to receive and review funding submissions and make recommendations to Capricornia Energy Hub
- The Committee for the pre-construction fund should include (if available):
  - A long term resident of the community/region
  - A local council representative
  - A local Indigenous Group representative
  - A local community representative
- The recommendations of The Committee on grant submissions will not bind Capricornia Energy Hub to a particular grant application or funding outcome
- The Committee roles are voluntary and not remunerated.

### **Community Advisory Committee Appointment**

The following appointment process applies to individuals wishing to join The Committee:

- Capricornia Energy Hub advertises an Expression of Interest (EOI) for The Committee
- EOIs will be advertised in local papers, the project website, social media channels and direct mail outs to community members
- The project team will review submissions based on relevant skills and experience
- Applicants advised of outcome and appointments made
- For the local council representative role, Capricornia Energy Hub 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.
- Committee members will be selected taking into consideration:
  - experience in grant assessment
  - professional or volunteer experience in sectors including finance, management and administration, or community relations





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- understanding of Capricornia Energy Hub funding criteria
- knowledge and/or lived experience of at least one of the communities targeted for funding.

### **Community Advisory Committee Responsibilities**

Members of The Committee must:

- declare any potential, perceived or actual conflict of interest
- constructively contribute to The Committee, having already reviewed all submissions with respect to The Fund Terms of Reference, and particularly the selection criteria
- make objective recommendations based on the selection criteria outlined in the Terms of Reference.

### **Declaration of interests**

Capricornia Energy Hub recognises that Committee members may also be members of organisations that are applying for grants. In the interest of transparency, Committee members must declare any such interest at the start of their term on the Committee and prior to the discussion of an individual application where there may be a perceived conflict of interest.

Unless the Committee member, or a member of their immediate family, will derive a direct financial benefit from the application, they are not precluded from discussing the application or casting a vote in relation to a recommendation for the application.

Committee members with a direct financial interest must declare their conflict of interest and remove themselves from any discussions or voting related to the application.

### **Community Benefit Fund Assessment Process**

The assessment process for submissions to The Fund is as follows:

- The Project Team receives and assesses submissions as eligible or ineligible, in line with the Funding Criteria
- The Project Team provides a summary of all eligible submissions to The Committee with supporting documents for review
- The Committee members convene on an agreed date to assess and score eligible submissions
- Community Advisory Committee members finalise the list of submissions recommended for funding
- The recommended list of submissions is presented to the Steering Committee for endorsement
- The endorsed submissions are presented to The Board for approval.

Scoring is based directly on the Funding Criteria Objectives. The Committee is encouraged to score each submission against one of the nominated selection criteria:

<b>Funding Criteria</b>	<b>Low (Score 0-3)</b>	<b>Moderate (Score 3-6)</b>	<b>High (Score 6-10)</b>
Promote tourism	Little to no impact on local tourism	Limited impact on local tourism	Strong impact on local tourism
Enhance Sustainability	Little to no sustainability impact	Limited sustainability impact	Strong impact on local tourism
Arts and Cultural Awareness	Little to no impact on raising awareness of local arts and culture	Limited impact on raising awareness of local arts and culture	Strong impact on raising awareness of local arts and culture
Developing local amenity	Little to no impact on developing local amenities	Limited impact on developing local amenities	Strong impact on developing local amenities
Reducing carbon emissions	Little to no impact on carbon emission reduction	Limited impact on carbon emission reduction	Strong impact on carbon emission reduction

### **Reporting requirements**

Recipients of The Fund will be required to report back to Capricornia Energy Hub within 12 months of receiving funding, to provide details on the outcome of the event or initiative that has been funded using the Report Back Form issued to them on receipt of funding.

### **Secretariat support**

Capricornia Energy Hub will provide suitable secretariat support to the Committee.

The secretariat will be responsible for collating financial information, keeping minutes of meetings, secretariat/treasurer duties, collecting receipts of payments made by The Fund, and communicating progress of actions to The Committee and Capricornia Energy Hub.

The secretariat of the Committee will be an employee or contractor of Capricornia Energy Hub.

To aid informed decision making, the secretariat will brief panel members on:

- the context of the Community Benefit Fund, and their role on The Committee.
- supporting documentation including the Terms of Reference.
- how to contact the Project Team for support and advice.

### **Fund management**

The pre-construction fund will be managed by Capricornia Energy Hub.

