

Capital Projects Evaluation Panel (CPEP) Charter

Introduction

Catholic Schools NSW (CSNSW) acts in the role of the NSW Catholic Block Grant Authority (CBGA) and manages the capital grants programs of the Australian and NSW Governments for those NSW Catholic schools who are members of the CBGA (CBGA Members).

The Members of the CSNSW (NSW Bishops) and the Board have approved the document entitled CBGA Principles to govern the manner in which CSNSW must undertake its role as the CBGA.

The Capital Projects Evaluation Panel (CPEP) is established as a Panel of the Board of CSNSW (Board) on the terms set out in this charter.

The Board retains responsibility for approving and when necessary, interpreting the CBGA Principles and associated guidelines and for interpreting the policies and related guidelines issued by governments and their agencies.

The operation of CPEP is in accordance with the Standard Terms of CSNSW Committee Charters except that clause 5.2 does not apply until after the decision-making process has concluded to protect the independence of the CPEP decision making process.

Purpose and Objectives

The purpose of the CPEP is to:

- review the management of the CBGA capital programs and assess whether CSNSW management complies with CBGA Principles and Board approved guidelines and accompanying contractual requirements of the Australian and NSW Governments and their agencies; and
- make decisions on which projects CSNSW (acting as the CBGA) will recommend to governments for capital grant funding and for avoidance of doubt, CPEP recommendations may differ from those provided to CPEP by CSNSW management.

The Board authorises CPEP to:

- undertake any activity within its Charter and any matters specifically requested by the Board; and
- engage additional resources for the assessment of the applications.

Responsibilities

CPEP will achieve its purpose and objectives through undertaking the following responsibilities:

- assessing the robustness of CSNSW Management’s systems of reviewing and assessing capital project applications in accordance with the CBGA Principles and Guidelines, particularly in respect of the applicant’s school facilities rationale for seeking a capital grant;
- evaluating all assessments, rankings and recommendations made by CSNSW Management, having regard to the CBGA Principles and Guidelines and making decisions about which projects should be funded;

- informing project applicants on whether their project(s) are to be recommended to the Government for capital grant funding;
- providing project applicants with the opportunity to comment at the assessment phase and to request a review after the decision making phase as provided in the CBGA Principles; and
- informing governments of the projects CSNSW (acting as the CBGA) is recommending for capital grant funding.

CPEP may request interpretations by the Board of the CBGA Principles, policies and guidelines in respect of the project applications.

In circumstances where a request is made under clause 3.2, the Board will, to maximum extent possible, conduct its analysis on a project de-identified basis.

Composition

Membership

- CPEP will consist of a minimum of three members, the majority of whom will be CSNSW Board Members and will not include staff; and
- The Chair of the Board may not be a CPEP Member.

Committee Chair

- The Chair of CPEP is appointed by the Board.

Expertise

- CPEP Members should bring a variety of perspectives and skills appropriate to the purpose of CPEP; and
- Each member of CPEP must have knowledge of and must comply with CSNSW's governance arrangements and its contractual arrangements with government.

Appointment

- The Board will appoint, replace or remove CPEP members;
- CPEP may recommend to the Board the appointment of an external person to CPEP with relevant specialist expertise; and
- The Board will review the composition of the CPEP at least every two years to assess whether the composition continues to reflect the requisite expertise for the successful operation of the CPEP.