

## **Independent Assessment Panel**

### **Terms of Reference 2021**

#### **Purpose**

The Young Carer Bursary Independent Assessment Panel is the decision-making body for assessing and approving Young Carer Bursary applications. The panel will consider the applications and the young carers story, with the aim of identifying young carers in greatest need to be selected as bursary recipients.

#### **Term**

Carers Australia will recruit appropriate members for the Young Carer Bursary Independent Assessment Panel on an annual basis. Panel members can remain on the committee for up to two consecutive terms. In 2021, Carers Australia is recruiting 6 new assessors to undertake the roles from June – November 2021.

#### **Panel Commitment**

This is a short-term contract role and the workload and time commitment can be flexible to work around other work and family commitments. Carers Australia will host a team session in July/August 2021 with the successful panel members to ensure the panel understands their role and the processes involved. After the YCBP applications are received, each panel member will be allocated approximately 300 applications individually to assess and recommend approval for the bursary.

#### **Roles and Responsibilities**

The Independent Assessment Panel is responsible for:

- Reviewing applications submitted and identifying those young carers in greatest need
- Approving the required number of bursary applications and ranking an additional 20% as the reserve.
- Fostering collaboration with other panel members and Carers Australia staff.
- Maintaining the focus and intent of the above stated purpose.
- Notifying other panel members as soon as practical if any matter arises which may be deemed a conflict of interest or will affect the panel decision making process.
- Making the final decision regarding the awarding of the bursaries.
- Provide feedback to Carers Australia on any improvements they feel may assist in the assessment process.

Carers Australia is accountable for:

- Providing a shortlist of applications.
- Providing a shortlist of the required number of applications plus an additional 20% contingency applications for panel consideration.
- Alerting the panel to any potential risks or issues that could impact the program or panel, as they arise.
- Providing ongoing support required by the panel to ensure they can complete their role adequately.
- Paying the panel for their time.
- Paying for travel and accommodation for the panel as required.

### **Managing Differences**

The Independent Assessment Panel will operate as an inclusive forum in which members openly raise matters and express concerns in seeking consensus and agreement as part of the overall decision-making process. The Independent Assessment Panel recognises and values the diversity of its members and seeks to resolve differences in this spirit. If a resolution cannot be agreed, a democratic voting process will be used to make the final decision.