

Terms of Reference

Library & Archives NT History Grants and Awards Register of Peers

Purpose

The Library & Archives NT (LANT) NT History Grants and Awards Register of Peers (ROP) is a non-statutory group established by ministerial direction and is administered by LANT, a branch of the Department of Territory Families, Housing and Communities.

The ROP was established to provide a pool of subject matter experts from the historical and research community to assist LANT with the assessment and funding recommendations of the Northern Territory History Grants (NTHG) and to form a panel of judges for the Chief Minister's Northern Territory History Book Award (CMNTHBA).

Membership and terms of operation

The ROP is comprised of peers who are NT residents, are actively involved in history and research of the Northern Territory, and/or arts and culture sector, and offer:

- representation from both regional and remote areas;
- level of involvement and existing networks within the community;
- representation from different language and cultural backgrounds; and
- representation of museums and keeping places.

Expressions of interest for the ROP are sought by public advertisement, or by informing potential peers of this opportunity by email. Selected peers will then be appointed by the Minister for Arts, Culture and Heritage.

Membership term is three years, of which re-appointment is possible.

The ROP is reviewed annually and LANT will call for nominations once a year to ensure the register is refreshed and relevant

Grant Assessment Panel (GAP)

The grant assessment panel offer sector knowledge, experience and expertise, and provide fair and considered funding recommendations to Government.

The GAP is established with membership drawn from the ROP. It will include:

- a Chairperson; and
- 3 members (including the Chairperson).

The GAP will meet face-to-face and via video conferencing as required.

Meeting agendas and relevant documents will be circulated in advance of meetings to provide adequate reading time. To facilitate the timely delivery of key deliverables and documents, a GAP may also provide out-of-session comment, advice and feedback as required.

A record of each meeting, including action items and decisions, will be maintained. Where out of session consultation has occurred to progress a deliverable, the outcome or direction taken will be communicated back to all members in writing.

Meeting records and action items will be circulated to members as soon as practicable following each meeting.

Secretariat support will be provided by LANT.

Role

The role of the GAP is to:

- assess all funding applications against the published assessment criteria of the NTHG;
- ensure that recommended applications adhere to applicable NT Government policies and general funding requirements as outlined in the NTHG guidelines;
- advise LANT on conditions to recommend funding through the NTHG;
- recommend applications that demonstrate value to the Territory and the greatest potential to enhance and broaden community understanding of, and engagement with, NT history; and
- provide feedback to applicants on their applications during the assessment.

Key deliverables and documents to be considered by the GAP include but not be limited to:

- confidentiality and conflict of interest declaration;
- LANT NT History Grants and Awards Register of Peers Handbook;
- grant applications; and
- grant assessment ranking sheets.

Responsibilities

All panel members have an obligation to:

- act honestly and to exercise powers for their proper purposes;
- avoid conflicts of interest;
- act in good faith;
- exercise diligence, care and skill;
- keep confidential privileged information; and
- perform their roles impartially and with professionalism.

Award Judging Panel (AJP)

The CMNTHBA judging panel offer sector knowledge, experience and expertise, and provide fair and considered selection of the award winner.

The AJP is established with membership drawn from the ROP. It will include:

- a Chairperson; and
- 3 members (including the Chairperson).

The AJP will meet face-to-face and via video conferencing as required.

Meeting agendas and relevant documents will be circulated in advance of meetings to provide adequate reading time. To facilitate the timely delivery of key deliverables and documents, the AJP may also provide out-of-session comment, advice and feedback as required.

A record of each meeting, including action items and decisions, will be maintained. Where out of session consultation has occurred to progress a deliverable, the outcome or direction taken will be communicated back to all members in writing.

Meeting records and action items will be circulated to members as soon as practicable following each meeting.

Secretariat support will be provided by LANT.

Role

The role of the AJP is to:

- assess all award entries against the published assessment criteria of the CMNTHBA;
- recommend a winning entry to receive the Award that upholds excellence in the writing and publishing of histories about the Northern Territory; and
- Provide written comments outlining the rationale behind the decision making process.

Key deliverables and documents to be considered by the AJP include but not be limited to:

- confidentiality and conflict of interest declaration;
- LANT Register of Peers Handbook;
- award entries; and
- award entries scoring matrix.

Responsibilities

All panel members have an obligation to:

- act honestly and to exercise powers for their proper purposes;
- avoid conflicts of interest;
- act in good faith;
- exercise diligence, care and skill;
- keep confidential privileged information; and
- perform their roles impartially and with professionalism.

General Information

Peers must adhere to the LANT Register of Peers Handbook and the [NTG Board Handbook](#) which provides practical advice to peers in relation to their duties and responsibilities, the legislation that affects them, and their relationship with Government and other stakeholders. The Register of Peers Handbook also defines how members will be selected and appointed, and remunerated.

Contact

For any queries to the LANT NT History Grants and Awards Register of Peers please contact lant@nt.gov.au