

Roper Gulf Regional Council Community Grants Committee

Terms of Reference

Title

This committee shall be known as the Roper Gulf Regional Council Community Grants Committee.

Scope of the Committee

The primary focus of the Roper Gulf Regional Council Community Grants Committee (the Committee) is to act as the selection panel for assessing the Community Grant applications and awarding community grant funding to eligible individuals and organisations. The Committee will assess each application on merit against the Community Grants Guidelines.

Part 5.2 of the *Local Government Act* (the Act) defines the statutory requirements for the operation of Council Committees.

Meeting Frequency

The frequency of meetings shall be determined by the number of rounds of Community Grants allocated by Council in a particular year. The Committee will meet at an allocated time shortly after the closing date of the community grant round.

Meeting Type

This Committee meeting will be a closed meeting. Any guests other than those described in the Committee membership will be by invitation only.

Committee Membership

The Committee membership consists of the Mayor, Deputy Mayor, and three (3) Council appointed Councillors. A representative of the RGRC Governance Business Unit will be in attendance at this Committee meeting but will not be a member of the Committee and will have no voting rights. The role of the RGRC Governance representative is to present the eligible applications and ensure that the principles of good corporate governance are adhered to in the decision making process.

Committee members will cease to be a member of the Committee if they:

- resign from the Committee
- fail to attend two (2) consecutive meetings without providing apologies to the chairperson
- breach confidentiality

Decisions about whether or not to endorse applications will be made by consensus.

Proxies

In the event that a Committee member is unable to attend, another Councillor may be appointed by the absent member to attend as a Proxy for the absent member.

Decisions

The Committee will assess applications and decide whether or not to endorse them for Council approval. Once the Committee has assessed an application, it will form recommendations that will be reported back to Roper Gulf Regional Council (the Council) for resolution.

Chairperson

The Mayor will be the Chairperson and in his/her absence, the Deputy Mayor will chair the meeting. The Chairperson will guide the meeting and provide the required guidance to ensure that timely decisions are made without prejudice.

Functions

- The Committee will assess each eligible application
- The Committee will decide on the amount to be offered to the successful applicants
- The Committee will report its recommendation to Council

Recommended Dates for the Next Round of Community Grants

The RGRC Community Grants Committee will recommend to Council if another round of Community Grants should be offered. If another round is to be recommended, the Community Grants Committee will recommend to Council the associated dates being:

- The application opening date
- The application closing date
- The date of the next decision
- The amount of grant funding offered in the next round. The total amount of grant funding awarded is not to exceed the amount stipulated by the Council for that Financial Year.

Disputes arising from Council Decision

Rights of Appeal

The applicant has two (2) avenues of appeal available to them should they wish to contest a decision made by the Committee:

Internal Review

The applicant may elect to have their matter reviewed by an Administrative Review Committee. They may elect to have their matter reviewed as-presented when the original decision was made, or, they may choose to provide submissions and evidence in support of the review on the grounds that the original decision was erroneous or unreasonable.

The applicant may initiate their appeal by lodging it in writing to the Chief Executive Officer within 28 days of the original decision, or notification of decision,, and nominating that they wish to have the matter reviewed by the Administrative Review Committee. They may nominate, but are not obliged to provide reasons for their appeal.

External Review

The applicant may choose to elect to have their matter reviewed by the Northern Territory Civil and Administrative Tribunal (NTCAT), by lodging their application in writing to the NTCAT within 28 days of the original decision, or 28 days of the notification of decision (s35 *Northern Territory Civil and Administrative Tribunal Act*).

Internal and External Review

The applicant may choose to exercise both of their appeal options by electing to have their matter reviewed internally, and, should the Administrative Review Committee uphold the original decision, elect the matter to be dealt with by the NTCAT. Both the original decision and the reviewed decision are reviewable by the NTCAT.

Dissolution of the Committee

The Council must resolve by way of resolution to dissolve the existence of the Roper Gulf Regional Community Grants Committee.

Definitions

Administrative Review Committee	A Committee authorised by Council to review administrative decisions
RGRC	Roper Gulf Regional Council
The Act	<i>Local Government Act</i>
Committee	Roper Gulf Regional Community Grants Committee
NTCAT	Northern Territory Civil and Administrative Tribunal, which is governed by <i>Northern Territory Civil and Administrative Tribunal Act</i>