

Handbook for Peer Assessors

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Introduction

The Peer Assessor handbook outlines your terms of reference, role, responsibilities and obligations and guides you through the funding assessment process for the delivery of programs within the *Arts and Cultural Investment Framework*.

The *Arts and Cultural Investment Framework* introduced a funding model for Queensland that is simpler and more transparent and cuts red tape for artists and arts and cultural organisations.

The role of peer assessment is critical to equitable funding decisions providing input from individuals who have specialist knowledge relevant to specific art forms and arts and cultural contexts.

Peer assessors are appointed by the Deputy Director-General, Arts Queensland, through Expressions of Interest (EOIs), on the basis of assessors meeting eligibility criteria, including:

- experience and expertise in at least one art form and/or governance, legal and business sector experience
- recognised leadership within the arts and cultural sector
- thorough understanding of Queensland's arts and cultural ecology and opportunities
- strong connections and networks
- capacity to take a strategic position across art forms
- have no outstanding AQ funding acquittals.

The consideration of funding applications and the provision of expert advice is a confidential process guided by the [Code-of-Conduct for the Queensland Public Service](#). However, you must be aware that the applicants and others may have legal rights to access your documents and comments (see: Right to Information Act 2009 in *Legislative Requirements* section on page 7).

Arts and Cultural Investment Framework

Arts Queensland is committed to improving the transparency, efficiency and accessibility of assessment processes.

Competitive funds are open to artists and organisations delivering arts and cultural outcomes in Queensland.

Funding approved for individuals, projects, programs and organisations will be published online to ensure transparency, while funded applicants are required to provide an acquittal report on the outcomes of their work, expenditure and income. Case studies and other data will be drawn from these reports to be published online to inform better arts and cultural practice.

Principles of investment

The following principles underpin the *Arts and Cultural Investment Framework*. Together, these principles aim to create a viable, resilient and innovative arts and cultural sector delivering great outcomes for all Queenslanders, and positioning Queensland arts, culture and artists on the national and global stages.

Return driven – we invest to deliver quality artistic, cultural, social and economic returns for Queensland.

Managed risk – we invest along the spectrum of arts and cultural activity, from high to low risk, from development to growth, from new ideas to evidenced demand.

Customers first – our investment is informed by what Queenslanders want and need.

Diversity – we invest to capitalise on Queensland’s diversity, including diverse locales, scales and forms of arts practice, heritage, cultures, ethnicities, age groups and abilities.

Local – we invest in local arts and culture and support local decision making.

Transparency and accountability – we ensure our behaviour is transparent and accountable, from assessing proposal to reporting on investment outcomes.

Peer assessors will be provided the following materials for recommended reading in conjunction with this handbook:

- the relevant program guidelines, FAQs, for example: Queensland Arts Showcase, Individuals, Playing Queensland;
- the Arts and Cultural Investment Framework.

Peer Assessors' Terms of Reference

The role of Peer Assessors is to:

- Assess eligible applications within the timeframe designated by program managers and participate in moderations as required.
- Provide expert advice and recommendations to AQ for approval of the Minister or delegate.
- Participate in periodic meetings coordinated by AQ to provide feedback on the assessment process.

Term of Appointment

Peers are invited to register at any time and will be contracted for a term of up to three years. This term will be reviewed on an annual basis by the Deputy Director General.

Compliance and Revocation

Peer Assessors providing arts assessment services must comply with the conditions set out in their signed Letter of Agreement and must comply with the Assessors Handbook. A member may resign by signed notice given to the Deputy Director-General.

Induction arrangements

Arts Queensland will provide a comprehensive briefing for all Peer Assessors. Areas to be covered during the induction include:

- respective roles and functions of Peer Assessors, Arts Queensland and the Premier and Minister for the Arts
- governance framework and relevant administrative arrangements
- *Code of Conduct* and ethics obligations
- remuneration, fees and allowances and
- overview of the scope of Arts Queensland's functions.

Performance monitoring

The performance of the rotating pool of Peer Assessors will be reviewed annually by the Deputy Director-General so learning from its establishment, protocols and operations can be monitored.

Quorum

No business shall be conducted at a meeting of Peer Assessors unless there is a quorum present. A quorum shall meet the minimum requirements of the fund.

Amendment

These Protocols may be amended from time to time by Arts Queensland.

Role of Arts Queensland

The role of Arts Queensland in assessment is focused on eligibility checks, support and advice for applicants and assessors and administration processes, including moderating assessor deliberations, contracting successful applications and reporting.

Moderation

In the instance of inconsistent assessment recommendations, Arts Queensland will determine if assessments require moderation and where applicable, Arts Queensland will convene relevant assessors and facilitate a moderation discussion to reach a consensus. Moderation discussion will be minuted by Arts Queensland to report the assessment and moderation recommendations to the Deputy Director-General for consideration.

Reporting

Arts Queensland will report to the Deputy Director-General following the completion of the assessment process. The report will include the following:

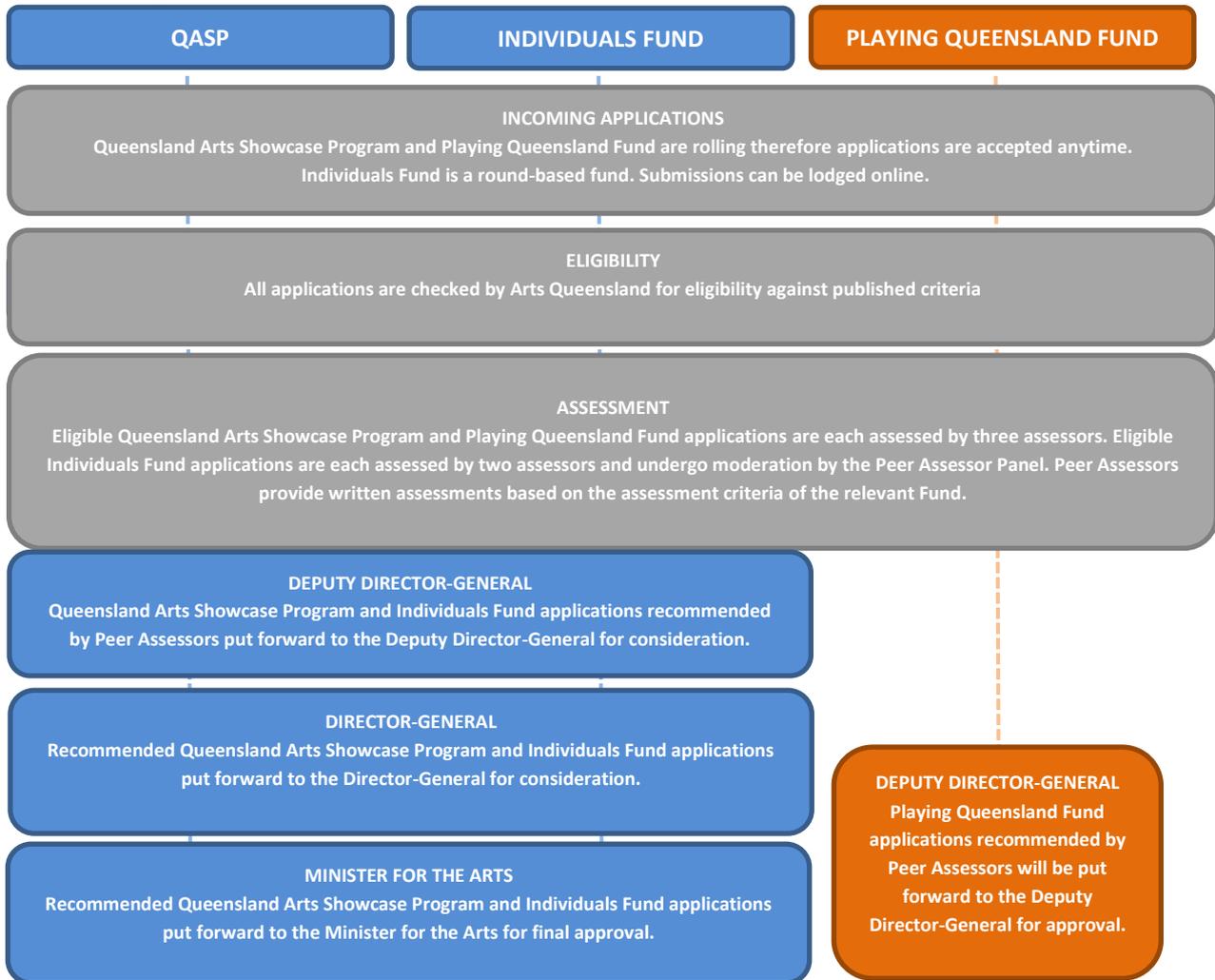
- a list of applications to be considered including details of the amount requested
- a list of the applications recommended for funding included relevant moderation comments for each
- a list of the applications not recommended for funding including a statement of reasons for each decision
- statistical information about the applications received in that round
- any other information relevant to recommendations of the Peer Assessors.

Risk management systems

Arts Queensland will incorporate appropriate systems of internal control and risk management for the Peer Assessors in their provision of assessment services. The Deputy Director-General will be kept informed of any known major risks to the operation of the pool and assessor meetings and provided with advice regarding mitigation of any such risks that may arise.

Assessment Process

For example:



Obligations and Legislative Requirements

Right to Information and Judicial Review Acts

Funding decisions are subject to the *Judicial Review Act 1991* and written communications including assessment reports are subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. Your comments and conclusions should therefore be professional and supported by clear and objective references to the evidence and/or other material on which your findings were based.

Conflict of Interest

Your comments should be objective and without personal or professional bias. If you feel there is potential for real or perceived bias in relation to a particular application, you should advise Arts Queensland and you will not be able to participate in that particular assessment. Further information on Conflict of Interest can be found on page 9 of this handbook.

Deadlines

Peer Assessors are required to complete and submit their written advice reports by the due date advised by the Arts Queensland Investment/Development Manager.

Judicial Review Act 1991

The Premier's decision regarding the assessment of applications is subject to the *Judicial Review Act 1991*.

This means that applicants can request, in writing, within 28 days of receiving notification of the decision, a written statement in relation to the decision of the Premier.

Applicants may also apply to the Supreme Court for a review of the decision made on their application.

Peer Assessors must be scrupulous in recording their written advice and the reasons for their assessment. Comments, notations and statements should be supported by clear and objective references to the evidence and/or other material on which findings are based, as well as the reasons for conclusions.

The forms on which Peer Assessors record their assessments are designed to ensure that proper decision-making processes are observed and that the requirements of the Act are met.

Right to Information Act 2009 and Information Privacy Act 2009

All documents held by Arts Queensland, including written advice, are subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

The *Right to Information Act 2009* gives people the right to access documents held by the Premier and Minister for the Arts, State Government Departments, Local Councils and most semi-government agencies and statutory bodies.

The *Information Privacy Act 2009* gives individuals the right to access documents held by those agencies and which contain the individual's personal information.

Personal information is "information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion".

Documents include files, computerised information, audio-visual material and other means of storing information, no matter how old or recent.

Peer Assessors must ensure that notations or statements on assessment documents are objective, professional, appropriate and unbiased.

Public Records Act 2002

Under the *Public Records Act 2002*, Arts Queensland is responsible for ensuring the safe custody and preservation of its public records.

While documents provided to Peer Assessors during the assessment process are for the use of assessment, they remain the property of the Queensland Government.

All documents should be returned to Arts Queensland on completion of the advice.

Code of Conduct

Peer Assessors are bound by the [Code-of-Conduct for the Queensland Public Service \(Code\)](#) For the purposes of the Code, employees (other than judicial officials) are defined as:

- any Queensland public service agency employee whether permanent, temporary, full-time, part-time or casual, and
- any volunteer, student, contractor, consultant or anyone who works in any other capacity for a Queensland public service agency.

The Code contains the ethics principles and associated values prescribed by the *Public Sector Ethics Act 1994* (PSEA). It also contains standards of conduct for each ethics principle.

The ethics principles are:

- Integrity and impartiality
- Promoting the public good
- Commitment to the system of government
- Accountability and transparency.

Peer Assessors should note in particular the requirements to:

- ensure any advice provided is objective, independent, apolitical and impartial
- ensure decision making is ethical
- disclose a personal interest that could, now or in the future, be seen as influencing the performance of duties, in accordance with agency policies and procedures
- actively participate in developing and implementing resolution strategies for any conflict of interest, and
- ensure that any conflict of interest is resolved in the public interest
- maintain the confidentiality of information that is not publicly available
- be aware that personal comments about a public issue may compromise our capacity to perform the duties of our role in an independent, unbiased manner

- treat co-workers, clients and members of the public with courtesy and respect, be appropriate in relationships with them, and recognise that others have the right to hold differing views
- deliver services fairly, courteously, effectively, and ensure efficient and economical use of resources
- apply due care in work, and provide accurate and impartial advice to all clients whether members of the public, public service agencies, or any level of government
- treat all people equitably and consistently, and demonstrate the principles of procedural fairness and natural justice when making decisions
- manage gifts, benefits or hospitality in accordance with agency policies.

Conflicts of Interest

Peer Assessors who have an actual, perceived or potential direct or indirect pecuniary interest in a matter being considered or about to be considered shall, as soon as the relevant facts have come to their knowledge, disclose verbally and in writing the nature of the interest to the relevant Investment Manager.

The Peer Assessor must immediately withdraw from providing advice on any application in the round if they have an actual conflict of interest and return all applications and all relevant documentation to Arts Queensland.

In instances where there is a perceived or potential conflict of interest, or the conflict is deemed minor, the relevant Investment Manager will determine on a case-by-case basis if the Peer Assessor concerned should withdraw from discussion and/or decision-making in relation to the round. All such disclosures are recorded by Arts Queensland.

Peer Assessors cannot take part in the assessment of an application, if they are an applicant or a major beneficiary of an application.

Peer Assessors must not solicit or accept any benefit, advantage or promise of future advantage whether for themselves, their immediate family or any business concern or trust with which they are associated, unless specifically authorised to do so by the Deputy Director-General, Arts Queensland.

Peer Assessors must not enter into any communication with an applicant regarding his/her application.

Additional conflict of interest information is available in the [Code-of-Conduct for the Queensland Public Service](#).

If you wish to discuss aspects of Conflict of Interest please contact Arts Queensland (contact details listed on page 13).

Responding to diversity

Applications may sometimes involve and/or benefit diverse people and communities. When considering these applications, it may be helpful to consider the following issues.

Applications involving Aboriginal peoples and Torres Strait Islander peoples should consider:

- endorsement of the relevant Aboriginal or Torres Strait Islander community;
- representation of genuine Aboriginal or Torres Strait Islander cultures;
- knowledge of the appropriate cultural protocols;
- skills of individual artists/cultural workers;
- development of sustainable skills within the community; and,
- development of audiences for, and participation in, the cultural activity.

Applications involving cultural and linguistic diversity should consider:

- knowledge of cultural issues;
- support/endorsement of culturally diverse communities/groups involved;
- contribution to a multicultural Queensland, the cultural development of ethnic communities and/or their participation in Queensland's cultural life;
- development of audiences for and participation in the cultural activity;
- advancement of the skills of and/or promotion of Queensland's culturally diverse artistic talents;
- presentation of cultural diversity in a new or innovative way; and,
- promotion of racial harmony without stereotyping.

Applications involving children and young people (defined as people aged up to 21) should consider:

- Young people as professional artists and arts workers leading the project
- opportunity in the project for the professional development of young artists and artswomen;
- the applicant's experience in creating cultural product for young people; and,
- the project is sensitive to the interest and context of the target audience.

Young people as participants in projects guided by professional artists

- the applicant's experience in professional arts practice and in working with young people;
- the project encourages young people's creativity;
- young people will be able to develop skills throughout the project; and
- demonstration of support from and consultation with young people in the development and planning of the project.

Applications involving people with disabilities should consider:

- direct benefits for people experiencing disabilities;
- employment and/or professional development opportunities for artists/artswomen experiencing disabilities;
- development of audiences for and participation in the cultural activity;
- knowledge of the issues relevant to people with disabilities and the project;
- consultation was undertaken in developing the project.

Fees and Reimbursements

Reimbursement type	Amount	Description
Application Assessment	\$30	<p>This rate has been determined based on the nature of the Peer Assessor role and specific designated tasks to be undertaken including:</p> <ul style="list-style-type: none"> Assessing and moderating applications, for example: the Queensland Arts Showcase Program, Individuals Fund and the Playing Queensland Fund Making funding recommendations to the Deputy Director-General. <p>Note: Assessors who are public sector employees are not eligible to claim remuneration. Public sector employees refers to employees of federal, state or local governments, employees of semi-government organisations, either federal or state, including statutory authorities and employees of state and local government owned corporations and colleges.</p>
Meeting	\$141 for meetings ≤ 4hrs \$281 for meetings ≥ 4hrs	<p>For example:</p> <ul style="list-style-type: none"> Arts Queensland intends to schedule one or two meetings a year to allow discussion of programs. Members of the Individuals Fund Arts Assessment Panel will meet once per round to moderate applications.
Travel	To be approved by Arts Queensland.	<p>All travel arrangements will be based on current Queensland Government directives. This is an award-free arrangement subject to annual review.</p> <p>All necessary and reasonable expenses incurred while travelling on approved business and attending meetings of Peer Assessors may be paid to members in accordance with the following arrangements:</p> <ul style="list-style-type: none"> Economy class air travel is used Motor vehicle allowances and travelling expenses in accordance with Ministerial directives on Motor Vehicle Allowances and Domestic Travelling and Relieving Expenses current at the time of the claim.
Reimbursements	To be approved by Arts Queensland.	<p>All requests for reimbursement of business related expenditure (e.g. parking, postage etc.) must be made by the person incurring the expenditure, with a signed certification (Statutory Declaration) to the effect that the claim is correct, being the amount of the articles or services. Expenditure must be:</p> <ul style="list-style-type: none"> reasonable and be supported by evidence (receipts) sufficient to demonstrate such reasonableness when subjected to scrutiny; for official Departmental purposes; supported by documentation that is available for scrutiny by internal audit, the Auditor-General, the Crime and Misconduct Commission, or any other external body with a legal right to inspect such records; appropriately authorised by the Director Investment, Arts Queensland.

All Peer Assessors need to:

- provide bank details should they wish to be paid through Electronic Funds Transfer (EFT)
- Peer Assessors with ABNs:** submit a taxation compliant invoice including the ABN and indicating GST registration, or
- Peer Assessors without ABNs:** submit a completed *Statement by a Supplier* form which can be found at:

<https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>

It is the assessor's responsibility to ensure Arts Queensland is invoiced for the work carried out. Assessors are encouraged to submit their invoices as soon as the work is performed and no later than May of that financial year.

Please note: Arts Queensland cannot give specialist advice about taxation or legal issues. Further information about tax issues is available from the [ATO's website](#) at or personal tax enquiries line 13 28 61.

Arts Queensland Contact Details

Street address: Level 16, 111 George Street, Brisbane QLD 4000

Postal Address: GPO Box 1436 Brisbane QLD 4001

Telephone: (07) 3034 4016

Email: investment@arts.qld.gov.au