



DEPARTMENT OF ARTS AND MUSEUMS

NT Register of Peers Guidelines

Contacts

To obtain further information or advice on the NT Register of Peers, contact Arts NT and ask to speak to an Arts Broker on 8999 8981 or free call 1800 678 237 or email arts.office@nt.gov.au

Arts NT
PO Box 496
PALMERSTON NT 0831

Level 1 (AXA Building)
9-11 Cavenagh Street
DARWIN NT 0800

Email: arts.office@nt.gov.au
Telephone: (08) 8999 8981
Free call: 1800 678 237
Facsimile: (08) 8999 8949

Role of the NT Register of Peers

The NT Register of Peers forms an official pool of specialist advice in arts development. Register members may be called on to participate in grant assessment panels such as panels for the project rounds, NT arts program and services funding and public art grants.

Specialist advice may also be required by Government in working parties drawn together to address particular topics / issues.

The NT Register of Peers achieves a broad, balanced and fair representation of art forms as well as arts management and community interests, including those of multi-cultural and remote Northern Territory. Supporting traditional and contemporary Indigenous and non Indigenous arts and promoting greater involvement by young people in the arts are also priority areas for the Government.

Where a peer is requested to participate in a working party or grant assessment panel the general guidelines and conditions for the NT Register of Peers will apply. Nominees are requested to refer to the guidelines for remuneration and assessment process information.

Requirements

Membership to the NT Register of Peers will provide a diverse coverage of Northern Territory arts practice.

Peers need to demonstrate that they represent, or have experience in, at least one of the following areas:

- a professional artist with at least five years experience; or
- a young emerging artist able to demonstrate commitment to their chosen art form/s; or
- work, or have experience within, an arts related profession, including marketing, production, arts management or arts administration.

Peers will be expected to adhere to the *Code Of Conduct* outlined below and provide evidence of current Northern Territory residency.

Code of Conduct

Confidentiality: Members of the register **MUST NOT** disclose the deliberations of any panel in which they participate and all discussion during the course of any formal meetings is to be treated as confidential.

Peers will be required to sign a declaration with regard to confidentiality and conflict of interest if and when called on to participate in a grant assessment panel, participate in working party, or provide advice to Government.

Where possible, participation will be managed to avoid any potential **Conflict of Interest**.

A conflict of interest occurs when a peer's decision-making is influenced by a private interest. It is important to avoid, as far as possible, any potential conflict of interest, show no favouritism and base decisions solely on artistic merit.

Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following serves as a guide for declaring potential conflict of interest to Arts NT. Where doubt exists, full disclosure of any situation should be made to permit an impartial and objective determination.

A peer could have a conflict of interest if:

- they or a member of their immediate family have applied for a grant under assessment;
- they or a member of their immediate family are employed by an organisation / individual applying for a grant under assessment;
- they or a member of their immediate family belongs to the board of an organisation applying for a grant under assessment; or
- they have previously discussed the details of an application or have been involved in the preparation of an application under assessment.

For the purposes of these guidelines, the definition of "immediate family" in relation to a peer means the spouse, parent, brother, sister or child, and includes the child or parent of the peer's spouse or de facto spouse.

Where a situation arises, peers are required to declare all potential conflicts. Other peers also have responsibility for declaring a Peer to be in a position of potential conflict. In such a situation, the Chair of a panel or working party shall determine how to proceed. The ruling of the Chair may be challenged by a member of the panel or working party and will then have to be settled by majority vote of the panel members. However, peers will be required to abstain from discussion on their own applications or applications relating to an organisation with which they are associated.

Selection Criteria

The following selection criteria will be applied to peer nominations and all nominees are requested to clearly address the criteria in their application:

Demonstration of:

- specialist expertise in the development and practice of one or more art forms;
- an ability to participate in and contribute to panel processes; and
- recognition as a professional artist / arts worker.

In appointing peers Arts NT aims to achieve a broad register from which to draw peers in order to provide expert and specific knowledge. The following are also taken into consideration in developing the NT Register of Peers:

- adequate representation from both regional and remote areas;
- adequate representation from both 'established' and 'contemporary' areas of arts practice;
- adequate representation of international, commercial and community cultural development skills;
- level of involvement and existing networks within the community;
- representation from different linguistic and cultural backgrounds;
- peers who are reasonably free of potential conflict(s) of interest and who can provide balanced, informed opinions;
- peers whose expertise encompasses two or more art forms; and
- peers with experience in Indigenous, youth arts and accessible arts.

Timelines

Nominations to the NT Register of Peers are accepted at any time. Membership is reviewed annually to maintain the currency of information.

Nomination forms are available from the website at www.arts.nt.gov.au or by contacting Arts NT.
