Arts NT Register of Peers

### Purpose

The Arts NT Register of Peers (ROP) is a non-statutory group established by ministerial direction and is administered by Arts NT, a branch of the Department of Territory Families, Housing and Communities.

The ROP was established to provide a pool of subject matter expertise across art forms, regionally and remote, to assist Arts NT through Peer Assessment Panels in deciding who should receive funding through the Northern Territory (NT) Arts and Culture Grants Program (ACGP) to enhance and develop the artistic and cultural life of the NT in line with NT Government policy priorities.

When required, Peers also provide Arts NT with subject matter expertise in working and advisory groups.

### Membership and terms of operation

The ROP is comprised of peers who are NT residents, are actively involved in arts and culture, and offer:

* representation from both regional and remote areas
* representation from diverse areas of arts practice
* representation of diverse community cultural development skills
* level of involvement and existing networks within the community
* peers with experience in Aboriginal arts, youth arts and accessible arts
* representation from different language and cultural backgrounds
* 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 Arts NT will call for nominations once a year to ensure the register is refreshed and relevant

The current membership of the peer register is published online [here](https://nt.gov.au/leisure/arts-culture-heritage/information-for-professionals/arts-peer-nominations/register-of-arts-peers).

### Peer Assessment Panels (PAPs)

PAPs contribute specialised arts industry, art form and arts sector knowledge, experience and expertise, and provide fair and considered funding recommendations to Government.

For each grant round, a PAP is established with membership drawn from the ROP. It will include:

* a Chairperson
* up to five members (with a minimum quorum of three) depending on the size and complexity of the funding round.

PAPs 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, PAPs 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 Arts NT.

### Role

The role of PAPs are to:

* assess all funding applications against the published assessment criteria of the ACGP or grant category
* ensure that recommended applications adhere to applicable NT Government polices and general funding requirements as outlined in the ACCP guidelines
* advise Arts NT on conditions to recommend funding through the ACCP
* recommend applications that demonstrate value to the Territory and the greatest potential to enhance and develop the artistic and cultural life of the NT in line with NT Government policy priorities
* ensure funding is spread across regions, art forms and demographics, including new and diverse applicants.
* provide feedback to applicants on their applications during the assessment
* review current guidelines, practices and content to improve the ACGP

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

* confidentiality and conflict of interest declaration
* Arts NT Register of Peers Handbook
* grant applications
* grant assessment ranking sheets.

### Responsibilities

All Peers 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
* perform their roles impartially and with professionalism

Peers must adhere to the [NTG Board Handbook](https://cmc.nt.gov.au/__data/assets/pdf_file/0015/440205/ntg-boards-handbook.pdf) 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.

### Contact

For any queries to the Arts NT Peer Register please contact [arts.office@nt.gov.au](mailto:arts.office@nt.gov.au).