



Industry Assessor Pool Terms of Reference

Sound NSW

August 2024

Overview

The purpose of the Sound NSW Industry Assessor Pool is to engage a group of industry assessors to review applications across multiple Sound NSW funding programs and provide recommendations to relevant decision makers for consideration and approval.

Future Sound NSW funding programs will support a range of different activities – venue upgrades, touring, creation of new work, recording, promotional campaigns, curation and presentation of live music, skills development, mentorships, market development, research and larger sector development projects.

This pool will reflect a diversity of skills and experience and will understand the complexity of the needs of contemporary music artists, industry professionals and music businesses. They will be well positioned to inform Sound NSW on the efficacy of applications and recognise opportunities that maximise value for money for NSW government.

Applications are invited from music industry professionals, including (but not limited to) artists, songwriters, managers, producers, programmers, presenters, venue owners, technical support, label staff, publishers, publicists, journalists, radio hosts, content creators, as well as senior staff in music businesses and organisations.

Vision

The Industry Assessor Pool provides a robust, industry-informed assessment process that will provide meaningful outcomes across the music industry ecosystem.

Roles & Responsibilities

- participating in and fostering informed debate that is inclusive and respectful of the diversity of artists, industry professionals, music businesses and genres in the NSW contemporary music sector
- seeking expert advice from Sound NSW staff about the applicants and key aspects of the applications before them to assist in making informed decisions
- maintaining contemporary music sector knowledge to actively contribute to assessment processes and to effectively provide advice to the Head of Sound NSW and Minister on key aspects of the ecology of the sector as required
- attending briefings on Sound NSW's funding program and assessment process
- being available to participate in assessment of applications as required, including attending assessment meetings to determine the ranking of recommendations to Sound NSW
- timely declaration of any conflicts of interest in the assessment process and adhering to confidentiality agreements.

Industry Assessor Pool Membership

The Industry Assessor Pool will include up to 40 artists and industry professionals with expert knowledge of the contemporary music sector in NSW.

Industry Assessor Pool members (members) need to reflect the:

- diversity of contemporary music in NSW, including genre, gender, First Nations, culturally and linguistically diverse, people with disability, Western Sydney and regional and remote communities.
- different stages of artists career and development, including emerging, mid-career and established, independent artists and artists signed to major labels.

Members must have:

- an excellent understanding of the contemporary music sector and/or the regulatory environment within which the music sector operates
- strong communication skills and the ability to represent a range of industry views
- willingness to engage in constructive discussion with other industry assessors
- an inclusive approach to group discussion.

Term of Participation

5.1 Participation

Members are selected via an open and competitive expression of interest (EOI) process, with the Head of Sound NSW approving up to 40 members. Approved members will commit to the Industry Assessor Pool for 12 months, with the option to extend for an additional 12 months.

Sound NSW will deliver multiple funding programs each year and members of the Industry Assessor Pool will be selected for relevant assessment panels based on their expertise. The larger number of members within the Industry Assessor Pool allows for individuals to confirm participation in assessments based on their availability and their interest in applying for the grant round.

Members will review and score applications against the assessment criteria, agree on final rankings, and put forward recommendations to the final decision-maker.

Assessment panels will include between three and six industry assessors based on:

- the volume of applications
- length of the assessment period
- the range of projects and activities supported
- diversity representation.

5.2 Resignation from the Industry Assessor Pool

A member may resign through written notice addressed to the Head of Sound NSW.

5.3 Removal from the Industry Assessor Pool

The Head of Sound NSW may remove a member from the Industry Assessor Pool at any time and without notice. Reasons for removal may include:

- the member is unable to commit adequate time to the role
- there is a conflict of interest that cannot be mitigated
- the member no longer meets the membership criteria.

The Head of Sound NSW may also remove a member for unethical behaviour, breaches of the Code of Conduct, repeated unruly or disruptive behaviour at meetings or criminal conduct.

5.4 Selecting new members

Sound NSW may recommend including a person to the Industry Assessor Pool at any time. Sound NSW may appoint this member by calling for expressions of interest, requesting nominations, selecting a person who previously applied or was nominated for the position, or by making a direct selection.

All new appointments will be approved by the Head of Sound NSW.

Payment

Members will be paid a fee for reviewing applications and a set fee for attending an assessment meeting (if required).

6.1 *Fee for reviewing applications*

- \$350 for up to 20 applications
- \$500 for 21-40 applications
- \$650 for 41-60 applications
- \$750 for 60+ applications.

6.2 *Fee for attending an assessment meeting*

- \$450 for attending a half day assessment meeting (online or in person).

Fees will be reviewed every 2 years.

Conduct of Members

7.1 *Responsibility of individual members and Code of Conduct*

Members are required to comply with the Code of Ethics and Conduct for NSW government sector employees (August 2022) and it is essential for members to demonstrate a standard of conduct that maintains the confidence and trust of the Minister, Head of Sound NSW and public.

While undertaking their role as an assessor, members must:

- act professionally with honesty, consistency and impartiality
- consider people equally without prejudice or favour
- treat meeting participants with respect and courtesy, and display a cooperative and consensus-based approach to discussion
- provide apolitical and non-partisan advice
- ensure transparency to enable public scrutiny
- be flexible, innovative and reliable
- uphold the law and democratic principles

7.2 *Inappropriate behaviour*

At all times members must refrain from:

- discrimination against any person because of race, ethnic or national origin, sex, age, marital status, pregnancy, disability, transgender grounds, sexual preference, political or religious beliefs or responsibilities as a carer
- bullying or using language that is considered offensive, intimidating, humiliating or threatening
- other inappropriate behaviour, such as harassment, vilification or victimisation, or aiding or permitting any bullying, discrimination, harassment or other such conduct.

7.3 *Disclosure of conflict of interest*

Before the start of each meeting, members must declare in writing private interests that have the potential to influence, or could be perceived to influence, assessment decisions. After a member has disclosed the nature of their conflict, they may, at the discretion of Sound NSW staff be:

- excluded from assessing the application in question, and
- excluded from the meeting room for the duration of discussion on the matter, or
- participate in discussion and in decision-making on the matter.

7.4 *Confidentiality*

Sound NSW will operate in an open and transparent manner with members having freedom to consult with the stakeholders they represent on issues affecting the contemporary music sector.

All deliberations of the Sound NSW assessment meetings which are identified as confidential must be treated as such until the Minister (or the Minister's delegated officer) releases information.

It is the responsibility of members to respect the confidentiality of such information and not to disclose it to any external person or party.

Communication

8.1 *Public Access to Information*

The NSW Government Information (Public Access) Act 2009 (GIPA Act) outlines a proactive, open approach to gaining access to government information in New South Wales (NSW). The GIPA Act applies to all NSW government agencies.

8.2 *Media*

Sound NSW may consider issues that generate public and media interest. All requests for public statements by members should be directed to Sound NSW who will coordinate any response through the Create NSW media team.

No member will be permitted to provide media comment or any public statement relating to their position as an assessor without prior approval of the Head of Sound NSW.

Financial & Administrative Processes

All members must complete the Industry Assessor Pool Details Form which includes personal contact and payment details. This information is collected for administrative purposes including payment of entitlements and expense.

The names of members will be published on the Sound NSW website. Personal information may also be disclosed to the Head of Sound NSW for the purposes of the selection process.