

Peer Handbook for Assessment Panels

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Overview

This Handbook provides an overview of the peer assessment processes used by Creative Australia for people in the role of a peer assessor on grant assessment panels.

A peer is anyone who has sufficient knowledge or experience of the arts sector to make a fair and informed assessment of applications for funding. This knowledge and experience could be developed as a practising artist, arts worker or industry expert in one or more art forms.

The Handbook outlines the process of peer assessment and includes important information about Creative Australia's policies to ensure that decision making is fair and transparent.

Questions regarding the information in this Handbook should be sent to assessment@creative.gov.au

People interested in becoming a peer should [visit our website](#) for more information on how and when to nominate.

About Creative Australia

Creative Australia is the Australian Government's principal arts investment and advisory body.

We were founded as the Australia Council for the Arts in 1968 and established by the *Australia Council Act 1975*. In 2023 we welcomed the Australian Government's *National Cultural Policy – Revive*, the centrepiece of which was the establishment of Creative Australia; an expanded and modernised Australia Council and a transformational step in the evolution of the organisation.

On Thursday 24 August 2023 the Australia Council became Creative Australia.

We deliver in line with the functions set out in our establishing legislation, the *Creative Australia Act 2023*, and are guided by the vision, pillars, and actions set out in the National Cultural Policy.

Our key functions are:

- Investment and development: stimulating creativity, entrepreneurship, and discoverability through recurrent project and program investments and grants, training and mentoring.
- Markets and audiences: championing and celebrating Australia creativity nationally and internationally, sharing our stories and culture.
- Partnerships and philanthropy: maximising the impact of our investments and development by building new partnerships that bring together philanthropy, commercial, and public funding.
- Research, evaluation, and advocacy: researching and analysing issues that impact artists and creative industries and evidencing the role and value of creative and cultural businesses and government policy.
- Participation and connection: Bringing together creative thinkers to build communities and networks, stimulate ideas, and deliver outcomes.
- Safety and welfare: Promoting fair, safe and respectful workplaces for artists and arts workers.

Role and Responsibilities of Peer Assessors

Each year, Creative Australia delivers grant funding for arts organisations and individual artists across the country. Peer assessors bring expertise, knowledge of the arts, and independence from Government to grant decision making. Peer assessment and arm's length funding are guiding principles of Creative Australia. It ensures that funding is offered to artists and arts organisations whose proposals, in competition with those of other applicants and within budget constraints, demonstrate the highest degree of merit against the published assessment criteria.

Pool of Peers

Creative Australia maintains a register of the details of all artists, arts workers and industry experts who have nominated their interest in peer assessment. Our staff review the nominations every three or four years and shortlist a Pool of Peers with the skills and knowledge to assess applications to our grant programs. The Pool of Peers is formally approved by Creative Australia's Board (now known as the Australia Council), and the names of the peers published on our website.

Creative Australia receives many more nominations than there are opportunities for peers to assess. The balance of representation across all areas is a key consideration in the shortlisting process. For areas of arts practice or locations we receive the most nominations from, there will be many more experienced people than we can utilise.

The following guidelines ensure that the Pool of Peers leads to greater diversity in the assessment of our grant programs:

- Peers may participate in a maximum of six assessment meetings, or remain in the Pool for three years, whichever is reached sooner.
- Once the meeting or time limit is reached, peers leave the Pool and may be reappointed to the Pool after a period of two years.
- Panels will be comprised of between three to eleven peers depending on the kind of assessment and representation required.;
- Peers may be invited to participate in any assessment panel if they have the required experience and knowledge.
- Additional peers can be appointed to sit on a peer panel on a one-off basis by the Creative Australia CEO in cases of extraordinary need (for example, capacity or specialist knowledge).
- The names of peers appointed to the Pool are published on Creative Australia's website, as well as the peers participating in each assessment panel.

Panel Selection

Creative Australia has established ten peer assessment panels: First Nations, Arts and Disability, Community Arts and Cultural Development, Dance, Emerging and Experimental Arts, Literature, Multi-artform, Music, Theatre and Visual Arts. The membership of these panels rotates, with peers selected from the Pool in response to the categories being assessed.

We select peers who are both knowledgeable and representative by balancing the following factors:

- Artistic practice – artists and arts professionals with different artistic styles and philosophies, respected within their field.
- Professional specialisation – artists and arts professionals who perform a variety of different professional roles in the arts that are relevant to the category.
- Cultural diversity – artists and arts professionals representing the cultural mix of Australian society.
- Disability – artists and arts professionals with disability.
- Aboriginal and Torres Strait Islander – representation of Aboriginal and Torres Strait Islander artists and arts professionals.
- Regions and communities – artists and arts professionals from different geographical regions.
- Gender.
- Age – artists and arts professionals of different generations, and at different stages of their careers.

The diversity of peers on assessment panels is reported to our Nominations and Appointments Committee and the Creative Australia Board (the Australia Council). We work to recruit new peers in areas that are underrepresented.

The names of all peers participating in an assessment meeting are published on Creative Australia's website, along with the list of successful applications.

Code of Conduct

Peers are expected to be:

- honest and sincere in their approach to their duties and responsibilities
- fair and impartial and not allow prejudice or bias to override their objectivity
- free of any interest which may be regarded, whatever its actual effect, as being incompatible with integrity and objectivity.

Peers should not use panel meetings as an opportunity to promote the interests of a particular group or individual.

Conflicts of Interest

A conflict of interest occurs when a connection that a peer may have with an application or applicant stops them being fair and impartial. The connections could be direct (relating to the peers themselves) or indirect (relating to a family member or work colleague). These connections could lead to an actual benefit for the peer (for example, a fee in the grant application) or could lead to a perceived benefit (for example, could lead to work in the future or benefit their reputation).

Managing conflicts of interest in peer assessment is critical to the credibility and transparency of Creative Australia's processes. In selecting peers for a particular round, we make a conscious effort to identify connections between peers and applicants or applications, to avoid conflicts in the first place. However, some connections may not be readily identifiable – for example, when someone close to the peer is connected to the applicant or application.

We rely on each peer to acknowledge all connections they have with applicants and applications prior to each assessment meeting. Creative Australia staff will determine what action to take on a case-by-case basis, depending on the context and nature of the connection. Actions range from:

- The peer being allowed to score a particular application, with a note recorded that a sufficiently remote or minor potential conflict may exist.
- The peer being unable to score a particular application and leaving the room when it is discussed.
- The peer not being able to participate in the assessment panel.

Our staff keep a memo of connections declared by the peers, and how they have been managed in the assessment process. This memo provides an audit trail should an applicant question the impartiality of a peer panel or peer.

See [Attachment 1](#) for examples of the most common connections and interests identified by peers.

Confidentiality and Privacy

Peers must treat both the material that they review, and any discussions related to their assessment, as confidential. They must not disclose information about grant applications, or discuss the names of the applicants or nominees, the recommendations, or any comments made by other peers during a meeting. Under no circumstances may this information be released to the media or made public.

When applying for grant, applicants provide a wide range of personal or sensitive information to Creative Australia – for example their name, address, telephone number, date of birth, bank account details, personal images or videos, salary details, racial or ethnic origin, religious beliefs, or affiliations. Under the *Privacy Act 1988*, Creative Australia is required to:

- keep the personal information secure
- only use personal information for the reason it was collected
- take reasonable steps to protect personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure.

Creative Australia passes some of this personal information on to peers to enable them to assess grant applications. Peers must comply with the requirements of the *Privacy Act 1988* while undertaking their role.

Peers should immediately notify our staff if the personal information they are accessing is lost, if someone other than the peer has had unauthorised access, or information has been disclosed to

a third party. For example – a peer’s laptop or a USB containing the applications is lost or stolen, or a peer’s online account is hacked.

At the end of a meeting, peers must return all copies of the assessment materials to our staff and destroy any digital copies of the applications and support material in an appropriate manner that protects the privacy of individuals and the confidentiality of the information concerned.

If a peer is approached directly after a meeting by an applicant, or interested party, who is asking why they were unsuccessful, they should politely let the applicant know that they are not able to provide that information and the applicant should contact Creative Australia staff.

Anti-Bribery and Anti-Corruption

Peers must comply with all applicable laws relating to anti-bribery, anti-corruption and improper payments, including, but not limited to the *Criminal Code Act 1995* (Cth) and the *National Anti-Corruption Commission Act 2022* (Cth).

Peers must not offer or give anything of value, or that may be perceived as valuable, for the purpose of influencing or securing any improper advantage in the assessment process.

Under the *National Anti-Corruption Commission Act 2022* Creative Australia **must** refer any suspected corruption issue to the National Anti-Corruption Commissioner.

Peer Responsibilities

Peers must:

- not have any grants that are overdue for acquittal
- read the description of the funding program and the assessment criteria, as well as all applications and relevant documentation and support material received prior to a meeting
- comply with Creative Australia’s policies (conflict of interest, confidentiality, privacy etc.) relevant to their role at all times
- provide expert advice to the assessment panel
- assess all the applications only on the published assessment criteria and description of the program, and in accordance with any Creative Australia policies and directions
- reach consensus on the order of priority for applications to receive funding.

Creative Australia Staff Responsibilities

Our staff will:

- review the respective applications for each funding program and determine eligibility, complying with Creative Australia’s policies at all times
- determine whether the connections that a peer identifies with applications or applicants are a conflict of interest, and how they should be managed

- facilitate each meeting of the assessment panel, ensuring that meeting protocols are maintained, and the panel makes fair and accountable decisions
- provide factual or background information during the assessment meeting to help peers deliberate.

Process of Peer Assessment

Under Creative Australia model of peer assessment:

- the decision-making *standard* is how well the applicants respond to the published selection criteria
- the decision-making *method* varies:
 - For online meetings, peer assessors usually seek feedback on applications from each other before finalising their scores.
 - For face-to-face meetings, it is by mutual agreement of the panel, based on reasoned arguments put forward by the peer assessors.

Each assessment panel follows a similar process:

- individuals are contracted as peers for a specific meeting
- peers will receive an induction to the role
- peers are provided with online access to application materials
- peers review the material and individually score each application against the criteria
- peers participate in an assessment meeting online or in person to discuss applications and review their recommendations in light of the panel's discussion.

Creative Australia online system

Peers must access Creative Australia [Application Management System \(AMS\)](#) to undertake their duties. The AMS can be accessed using a username and password, and is used by peers to:

- update their contact details
- register to be a peer
- accept the peer assessor contract
- access applications and support materials of panels they are assessing
- enter scores, recommendations, and other notes on the applications.

Creative Australia is committed to ensuring our website and online system complies with the Web Content Accessibility Guidelines developed by W3C. Our website and [AMS](#) currently meet the Level AA Success Criteria.

We continue to improve access to the assessment process and encourage peers to let us know about their individual needs. See page 14 for more information on how we can support you.

Application Material

Peers will access applications and support material through the [AMS](#).

Other formats can also be provided to meet peer accessibility requirements. For example, audio description or captioning of video support material.

Peers are expected to read the material provided and to have assessed each application against the published selection criteria prior to the meeting.

Scoring

Assessment of applications will usually take place via the [AMS](#). Peers score the degree to which applications meet the published selection criteria for that funding program, ensuring that these criteria are properly considered in reaching a decision. Scoring is a tool to aid the assessment process, allowing peers to quickly establish which applications are in contention for funding from those that aren't. A numerical system of 1-7 is used as follows:

- 7 Very high
- 6 High
- 5 Good
- 4 Medium
- 3 Below average
- 2 Low
- 1 Very low.

Peers will normally enter their scores against the criteria for each application into the online scorecard. Scoring guides have been developed for each grant category to help peers score consistently.

Peers may also be provided with a list of feedback comments to select from. These comments relate to the assessment criteria used and can be passed on to applicants to help them improve a future application.

The assessment by an individual peer does not form part of the official record of the meeting. The electronic record of individual peer reviews is only kept for a limited time after the assessment meeting in case of any appeals against the decisions.

At the Meeting

The assessment meetings will usually take place remotely via MS Teams or Zoom, or in person in Creative Australia's office in Sydney.

A delegated officer of Creative Australia facilitates the meeting but does not assess or score the applications. The facilitator manages the meeting process, ensuring the peer discussions are focused, on time, and the code of conduct is observed.

Another officer, usually the relevant Head of Arts Practice, will provide subject matter expertise, context, and advice to the peers to help their deliberations.

Peers will be asked to declare any additional connections or relationships to applications or applicants at this time. If staff determine there is a conflict of interest, peers may be asked to leave during the discussion of the relevant item and have their scoring removed.

Peers will have the opportunity to discuss a nominated range of applications.

Peers will be encouraged to deliberate, by:

- sharing their experience, expertise and reasons for their views
- acknowledging that other views are legitimate, and all peers are equal
- developing a shared understanding of different views and the reasons for these.

Not all applications will be discussed.

Peers are not bound by the assessment they make before the meeting. They will have the opportunity to revise their assessment based on the discussions with other assessors. For face-to-face meetings these revisions will take place in the meeting itself; for virtual meetings, this will be within a day or two of the meeting.

The facilitator may ask individual participating peers to leave the meeting if they feel a peer is exerting undue influence on any application decision or funding recommendation.

Reporting, Budgets and Approval

At the end of each assessment the following records are finalised and kept:

- a listing of the ranked applications
- the peers participating in the meeting
- a memo summarising any conflicts of interest identified, and the action taken.

Once the ranked lists of applications for all panels and grant categories being considered, staff will allocate funds to the top-ranking applications across each panel. The allocation is approved by Creative Australia's Executive team.

Under our Administrative Authorisations Framework, the CEO of Creative Australia and Chair of the Australia Council (or the Deputy Chair in the Chair's absence) can jointly suspend a recommendation by peers or Executive Directors to approve funding for a particular grant, project or initiative. To do so, the CEO and Chair:

- must consult with the relevant peers and Executive Director
- only exercise this authority where the project outcomes may not comply with all applicable laws or could reasonably be deemed to bring Creative Australia into disrepute.

This review only happens in exceptional circumstances.

Notification and Feedback

Peers will receive an email asking them to log onto the [AMS](#) and view the applications that have received funding. Applicants will be notified of the decision by email around the same time.

Creative Australia staff will provide feedback to applicants after notification, drawing on the overall ranking and the feedback recorded during the assessment.

Peers are reminded they should not provide applicants with feedback. If approached, peers must direct the applicant to Creative Australia for more information.

Appeal Process

If applicants can demonstrate that due process was not followed or natural justice denied, they can seek a review of the decision providing evidence to support one of the two published grounds of review of a decision to Creative Australia's General Counsel. Refer to [Attachment 2](#) for more information about the appeal process.

Remuneration and Entitlements for Peers

The way we remunerate peers has changed with our transition to Creative Australia. It is no longer subject to *the Commonwealth Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination*.

Assessment fees

Peer fees are now determined on the following basis:

- A fee per application assessed – initially set at \$15 per application, which may be increased or decreased to reflect the complexity of the applications and assessment.
- A meeting fee – \$500 for 4-8 hours, \$250 for under 4 hours.
- An administration fee – \$50 per peer.
- A pre-meeting / induction fee – \$100, dependent on participation in these meetings as recorded by the Assessment Officer.

Peers will be quoted an approximate fee at the time of contracting, with the final fee confirmed in writing once eligible applications have been processed.

Fees are **exclusive** of GST. Peers are responsible for complying with any taxation obligations.

Superannuation

Superannuation will be paid in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

Peers should provide Creative Australia with a completed **superannuation standard choice form** so payment can be made to their nominated super fund. The form can be downloaded from the [ATO website](#).¹

If peers do not make a valid choice on the superannuation form or do not wish to make a choice, contributions will be made in accordance with the current legislation.

Travelling allowances

If peers are required to travel to attend an assessment meeting and stay overnight, they will receive a travelling allowance. The allowance is based on the times when travelling, the number of overnight stays, and meals provided by Creative Australia during the assessment meeting. The allowance is provided to cover meals and incidental expenses incurred.

Creative Australia refers to ATO Taxation Determinations on reasonable travel and overtime mealtime allowances² to make this calculation.

Any allowance due will be paid after the assessment panel meeting, and the Assessment Officer will advise peers of the amount to include if they are preparing an invoice.

¹ ATO Superannuation Form - <https://www.ato.gov.au/Forms/Superannuation-%28super%29-standard-choice-form/>

² Determination for the 2023-24 financial year - <https://www.ato.gov.au/law/view/pdf/pbr/td2023-003.pdf>

Contract for Services

Peers serving on an assessment panel agree to a contract for services with Creative Australia. This contract outlines the nature of the services to be performed by the peer, when and where these services are to be undertaken, how their fee for the services will be calculated, and other terms of their engagement by Creative Australia, including relevant policies.

Peers will receive an email advising them their contract is ready to view in the [AMS](#). They must accept this contract to access the applications and support material to assess.

When accepting their contract, the peer will also be prompted to provide a superannuation standard choice form, the bank account their assessment fee should be paid into, and their ABN and GST status. If the peer doesn't have an ABN, providing they meet the eligible criteria, they can complete a Statement by Supplier form³ and send this to their Assessment Officer. Peers can also elect to be paid to an employer / organisation bank account.

Creative Australia reserves the right to remove a peer from an assessment panel if they are in breach of their contract, or if they do not comply with relevant plans, policies, protocols, and procedures.

Accessibility

Creative Australia works closely with peers to ensure the assessment process is accessible for them. We can coordinate a range of services and support, including (but not limited to):

- providing Auslan interpreters
- having application material captioned or audio described
- accommodating childcare or other carer responsibilities
- helping peers to access working spaces, Wi-Fi or computers.

Assessment Officers will usually organise these services once they have been discussed and agreed with peers. In some cases, peers may choose to arrange these services themselves with our agreement and be reimbursed for the costs following the assessment meeting. Peers must provide receipts to substantiate these costs.

Travel and Accommodation

If peers are required to travel, Creative Australia will normally arrange all travel including tickets and accommodation in advance through our designated travel company. Other travel expenses may be authorised at the approved daily rates if the peer is staying overnight to participate in the meeting.

Please note that the hotel chargeback service we operate covers the costs of the room only, and peers are expected to pay for any additional charges at the hotel.

³ Form available online at

<https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf>

Combining travel between business and personal use may be subject to a Fringe Benefit Tax. If this is the case, peers are liable to pay any tax.

Payment Method

Payments will be made when peers have completed their obligations specified in the contract, and provided any receipts as relevant.

Creative Australia will automatically generate a payment and pay the funds directly into the bank account and super fund nominated by the peer. We usually process payments within two to three weeks of the meeting, and issue you with an invoice.

Peers who ask that their fee be paid to an organisation will need to provide Creative Australia with a valid tax invoice. Your Assessment Officer will confirm the dollar amounts to include in the invoice. A tax invoice template is provided in [Attachment 3](#) as a guide.

Withdrawing from a panel

A peer can withdraw from an assessment at any time by notifying the relevant Assessment Officer in writing.

If the peer has not yet commenced working on the assessment, the contract will be rescinded.

Where there is evidence that some work has been completed, the peer may receive a partial fee commensurate with the work.

Scores and recommendations from peers who have withdrawn from the process will be excluded from the assessment.

Attachment 1: Conflicts of Interest

This appendix contains examples of the most common relationships or connections that could lead to a conflict of interest for a peer. Peers should inform their Assessment Officer of these relationships, or any other similar relationships, prior to the assessment meeting so we can determine the appropriate action to take.

Conflicts with an application

You, someone close to you, or an organisation you work for or are associated with:

- are named in the application, and will receive a financial benefit from the grant
- are named in the application, but will receive no financial benefit from the grant
- provided a letter of support for the application / applicant, but are not involved in the project
- are in a contractual dispute with someone mentioned in the application
- have worked or collaborated with someone mentioned in the application in the previous two years, work with them currently, or will work with them in the near future.

Conflicts with an applicant

- The applicant is someone close to you (this could be a personal and/or professional relationship).
- You (or someone close to you) are employed by the applicant, were employed by them in the previous two years, or will be employed by them in the near future.
- You (or someone close to you) is on the Board, steering committee or advisory group of the applicant.
- You (or someone close to you) have worked or collaborated with the applicant in the previous two years, work with them currently, or will work with them in the near future.
- You (or someone close to you) is in a contractual dispute with the applicant.

More information on Creative Australia's [Conflict of Interest and Confidentiality Policy](#) is available on our website.⁴

⁴ <https://creative.gov.au/wp-content/uploads/2023/09/Conflicts-of-Interest-and-Confidentiality-Policy.pdf>

Attachment 2: The Legislative Decision-Making Framework

Public Accountability for Decision-Making

The principal responsibilities of peers as decision makers include:

- **Observation of appropriate legal requirements**
Before making a decision, a peer must ensure that they have the authority to do so and that they have followed established procedures.
- **Affording natural justice and procedural fairness**
A peer making a funding recommendation must afford procedural fairness to an applicant. For example, letting a conflict of interest influence the decision on funding.
- **Establishing the facts**
Peers must ensure that evidence supporting the decision is both sufficient and correct and that any pre-conditions are met.
- **Avoiding any improper exercise of authority**
Peers must ensure they are not taking irrelevant considerations into account and are only considering the merits of a particular application or case.
- **Fairness**
Peers must avoid acting in a way that is unreasonable, unjust, oppressive or discriminatory.

Due Process and Natural Justice

Administrative law gives applicants an important right that decision-making must be objective and done without bias. Relevant legislation includes the *Ombudsman Act (1976)*; *Administrative Decisions (Judicial Review) Act (1977)*; *Freedom of Information Act (1982)*; *Sex Discrimination Act (1984)*; and the *Privacy Act (1988)*.

A complaint or challenge can be taken to a Federal court, the Office of the Australian Information Commissioner, or a human rights or anti-discrimination Commissioner. There is no statutory right of review on the artistic merits of an application. For a challenge to succeed it must be on the basis that due process was not followed. An applicant is also entitled to seek an internal review of the decision from Creative Australia's Decisions Review Committee where the applicant can demonstrate that one of the following two published grounds for review of a decision was not followed:

1. The preparation of your application was adversely affected by incorrect advice or information given to you by a Creative Australia official prior to submitting your application.
2. Based on publicly available information, or feedback we provide you after your application has been assessed, you believe your application was not assessed in accordance with the published assessment process or criteria for the grant category you applied to.

Anti-discrimination Legislation and Policies

By law, the Australian Government affords equal opportunity to all eligible applicants and prohibits discrimination against any applicant because of political affiliation, religion, gender, class, ethnicity, sexual preference, marital status, pregnancy, age, physical or mental disability.

Creative Australia's Cultural Engagement Framework (CEF) at <https://creative.gov.au/about-us/diversity/cultural-engagement-framework/> also provides an umbrella for a range of policies, strategies and programs aimed to ensure equity of access to our investment and development programs.

The CEF encompasses a number of specific demographic communities including Indigenous Australia, people with disability, multicultural Australia, young people, and regional or marginalised communities. Strategies for giving these communities greater access to funding and representation in our assessment processes are embedded in our action plans.

Attachment 3: Tax Invoice Sample for Organisations

TAX INVOICE

Arts Organisation Pty Ltd
15 Burshag Rd
Festler NSW 2755

ABN: 32 123 456 789

Date: 14 September 2019

To: Creative Australia
60 Union Street
Pyrmont NSW 2009

Reference: Music Assessment Meeting
Peer Assessor: John Smith

Description	Base Amount	GST	Total
Assessment fee	\$ 1,700	\$ 170	\$ 1,870
Travel allowance			n/a
Reimbursements	\$ 100	\$ 10	\$ 110
Total	\$ 1,800	\$ 180	\$ 1,980
Total excl GST			\$ 1,800
Total GST amount payable			\$ 180
Total Amount Payable incl GST			\$ 1,980

Bank Account Name: Arts Organisation Pty Ltd
Bank: Commonwealth Bank
BSB No: 123 456 Account No: 1100 2200