Level 7, 369 Royal Parade
Parkville, VIC 3052

03 8341 5900
info@cbf.com.au
cbf.org.au

Wurundjeri Country

Community Broadcasting Foundation

Assessor Assignment Protocol

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Advisory Committee	Audit Risk Management (ARM) Committee
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Overview

This protocol provides a practical guide for the Grants Support Team to assign assessors from the Grants Advisory Committees and the Assessor Team to submitted CBF grant applications. It describes a filtering system to align members of the GACs and Assessor Team to appropriate grant applications.

Assessor Panels Size Policy

The minimum number of assessors per application is set with reference to best practice which encourages a robust peer assessment process. Each application will be assigned the maximum number of assessors, eight, allowing for the possible drop-out of some assessors due to other life commitments. The minimum number of assessors for each project will be five, including two assessors drawn from the overseeing Grants Advisory Committee. If more than three assessors are unable to assess an application, additional assessors will be assigned to the application.

Assignment

The Assessor Team database will maintain an up-to-date list of assessors including their conflicts of interest, cultural competency training, geographical location, diversity characteristics and areas of expertise.

Grants Support Team members will filter the Assessor Team database to draw out potential assessors and determine a suitable short-list of assessors for each application. Grants Support Team members will ensure that the minimum number of assessors for each application is met.

The matching of assessors and applications via the filtering process as described above should take into account the following considerations:

- Assessor availability for any given assessment period
- Assessor conflicts of interest
- First Nations projects for or by First Nations stations/groups will be assessed by a minimum of 50% of assessors identifying as First Nations
- Assessors will only assess First Nations, Culturally and Linguistically Diverse (CALD) and other socially disadvantaged projects for and by First Nations, CALD and other socially disadvantaged stations/groups if they have completed or have been deemed exempt from the appropriate cultural competency training requirement.
- Assessors may be assigned to a mix of applications within their stated areas of expertise including Audio and Video, and:
    - Development & Operations - station management, financial management, studio IT, transmission, software development, business development and fundraising, events, marketing and promotions, training, and social inclusion
    - Content - narrative/storytelling, news and current affairs, events/OBs, specialist music, and variety/magazine
- Gender balance and geographic distribution where possible
- Assessors from the Assessor Team should assess a maximum of 25 grant applications per assessment period
- Assessors from the Grants Advisory Committees will assess a higher number of applications based on the formula listed below. If the GAC workload exceeds 30 applications, a member of the GAC alternate pool will be called upon to assess in order to lighten the workload for the assessment period. See CBF GAC alternate policy.

Process

Grants Support Team members will follow the following process in assigning assessors to applications:

1. Identify the specialist knowledge needed for each project (e.g. Indigenous and Tech)
2. Assign 2 GAC members to each application, matching applications within their expertise where possible

3. Assign a minimum of four First Nations assessors with appropriate expertise to each First Nations application, then assign these assessors to other appropriate applications
4. Assign First Nations-trained assessors with appropriate expertise to the remaining First Nations applications, then assign these assessors to other appropriate applications
5. Assign CALD-trained assessors with appropriate expertise to CALD applications, then assign these assessors to other appropriate applications
6. Assign assessors with social inclusion expertise to applications for/by social disadvantaged groups, then assign these assessors to other appropriate applications
7. Assign assessors with particular skills to appropriate projects (e.g. Tech, Governance, Video, Audio, etc.)
8. After assigning GAC assessors, avoid where possible, assigning non-GAC assessors to multiple applications from the one organisation.

Tips for assigning assessors to projects:
- When working out how many applications to assign to each GAC member use the following formula:
  - The number of applications each GAC member assesses = (# applications / 7 GAC members) * 2 (GAC members assessing each project)
- Keep each assigned assessor in the same column to make it easier to filter by each assessor when preparing a summary of their assignments
- Assign each assessor to ~20 applications initially, then assign a further 1-5 to make up excess numbers in each column
- Consider assigning applications for similar broad sector projects such as conferences so they can be compared by the same assessors

Grants Support Team members will prepare an Assessor Summary spreadsheet showing which assessors have been assigned to each grant project, such as:

App ID	Applicant	Project Title	Specialist knowledge	Assessor 1	Assessor 2	Assessor 3	Assessor 4	Assessor 5	Assessor 6	Assessor 7
D&O-00389	3WPR Wangaratta Community Radio Assoc. Inc. (OAK FM)	Transmission support subsidy. Equipment	Studio IT, station management	Scott Black	Anna Schinella	Blair Martin	John Farmer	Peter Bell	Carol Ordish	Emily Murphy
D&O-00390	6TCR Wanneroo Joondalup Regional Broadcasting Assn Inc (Twin Cities FM)	Station Manager Salary, Transmission site costs, Marketing activities	Station management, transmission, marketing and promotion	Meg Butler	Scott Black	Chris Sparrow	Josh Pearson	Jessica Klajman	Rebecca Beare	Anthony Briscoe
D&O-00392	3RIM Incorporated	Operational and Transmission Support	station management	Anna Schinella	Scott Black	Christopher Zerafa	David Lewis	Gavin Brett	Rosie Lam Slade Nafoi	Ekaterina Loy
D&O-00393	7EDG Tasmanian Youth Broadcasters Inc. (Edge Radio)	Station Manager Salary and Transmission Tower Damage Assessment	transmission, station management	Meg Butler	Scott Black	Chris Sparrow	Josh Pearson	Jessica Klajman	Rebecca Beare	Anthony Briscoe

Assessors will then be assigned a 'task list' of their applications within Smartygrants and sent a notification email to let them know that they can begin assessing. Assessors will then provide assessment scores and comments for GAC consideration in making funding recommendations. Assessments by the Assessor Team will be due three weeks later (DOGAC are given 4 weeks to complete due to their higher workload). Assessment scores and comments will be aggregated into the ranked GAC assessment summaries which are run through SmartyGrants by the GST and provided to the GAC assessment meetings for consideration.