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## Screen NSW Development Program - Panel Responsibilities

Screen NSW panel members are responsible for ensuring the assessment process is fair, properly conducted and delivers against Screen NSW objectives.

Panel members are required to:

- attend a scheduled panel induction session
- review and assess all assigned applications, excluding any identified as a conflict of interest
- ensure all scores are returned to Screen NSW by the agreed date
- participate in the scheduled assessment meeting for its duration
- submit an invoice for payment of fees within three months of the assessment meeting

In addition, panel Chairs are also required to:

- lead the assessment meeting and ensure all policies and procedures are adhered to
- review and endorse meeting minutes and panel recommendations
- represent the views of the panel at any secondary or subsequent assessment

process, if required

All panel members must abide by the *Code of Conduct for Members of Screen NSW*

*Assessment Panels*. In particular we draw your attention to the sections on:

- personal and professional behaviour
- official and confidential information
- conflicts of interest
- allegations of impropriety
- breaches of the code