



Screen Industry External Assessor Pool Terms of Reference

Screen NSW

October 2025

Overview

Screen Industry External Assessor Pool Terms of Reference – October 2025

pg. 1

The purpose of the Screen NSW Screen Industry External Assessor Pool is to engage and approve a group of screen industry professionals who can be called upon to review applications across multiple Screen NSW funding programs and provide recommendations to relevant designated decision-makers.

Screen NSW funding programs support a range of activities. Screen Industry External Assessor Pool members will:

- Reflect diverse skills, experience and subject matter expertise.
- Understand the complex needs of professionals and businesses in the screen industry.
- Be qualified to inform Screen NSW on the merits of funding applications.

Applications are invited from screen industry professionals, including (but not limited to) producers, writers, directors, content creators, managers and senior staff in screen businesses and organisations.

The Screen Industry External Assessor Pool contributes towards a robust, industry-informed assessment process that will provide meaningful outcomes across the screen industry ecosystem.

Roles & Responsibilities

The roles and responsibilities of Screen Industry External Assessor Pool members include:

- Maintaining up to date knowledge of relevant Screen NSW funding programs including assessment criteria for specific programs.
- Participating in and fostering informed debate that is inclusive and respectful of the diversity of industry practitioners and businesses in the NSW screen industry.
- Seeking expert advice from Screen NSW staff about the applicants and key aspects of the applications being assessed to assist in making informed decisions.
- Maintaining screen sector knowledge to actively contribute to the assessment process and to effectively provide advice to the Head of Screen NSW on key aspects of the sector, as required.
- Attending briefings on Screen NSW's funding programs and assessment processes.
- Being available to participate in the assessment of applications as required.
- Preparing formal written assessments of assigned funding applications and adhering to deadlines.
- Being available to attend assessment committee meetings to determine recommendations to Screen NSW, as required.
- Timely declaration of any conflicts of interest in the assessment process and adhering to confidentiality agreements.

Screen Industry External Assessor Pool Membership

The Screen Industry External Assessor Pool will include up to 40 industry professionals with expert knowledge of the NSW screen industry and should reflect:

- The diversity of the NSW screen industry, including First Nations, culturally and linguistically diverse, LGBTQIA+, people living with disability, people living in Western Sydney, and people living in regional NSW.
- Different stages of screen industry career and development, including emerging, mid-career and established.

Members must have:

- An excellent understanding of the NSW screen sector and/or the regulatory environment within which the NSW screen sector operates, ensuring that their program assessment recommendations and decisions reflect NSW Government priorities, are transparent and are compliant with established criteria
- 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

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

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

Members will review and assess applications against the assessment criteria and submit recommendations to the designated decision-maker in collaboration with other members of the Assessment panel, comprised of Screen Industry External Assessors and Screen NSW Internal Assessors.

The Head of Screen NSW may remove a member from the Screen Industry External Assessor Pool at any time and without notice. Reasons for removal may include (but are not limited to):

- 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 Screen NSW may also remove a member for unethical behaviour, breaches of the NSW Government Sector Employees Code of Conduct, breaches of confidentiality, repeated unruly or disruptive behaviour at meetings or criminal conduct.

Screen NSW may recommend additional assessors to the Screen Industry External Assessor Pool at any time. Screen NSW may appoint additional members 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 Screen NSW.

Payment

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

There is no fee paid or charged for being a member of the Screen Industry External Assessor Pool. Successfully selected members will be advised of the fee/s prior to commencing an assessment. Fees will be reviewed every 2 years.

Conduct of Members

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

While undertaking the role of an external 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.

At all times members must refrain from:

- Discrimination against any person because of race, ethnic or national origin, sex, gender, sexuality, age, marital status, pregnancy, disability, 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.

Before the assessment process commences, 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 Screen NSW staff, be excluded from assessing an application and/or excluded from the meeting room for the duration of discussion on the matter.

All deliberations of the Screen 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.

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

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

Financial & Administrative Processes

All members must complete the Screen Industry External Assessor Pool Details Form which includes personal contact and payment details. This information is collected for administrative purposes including payment of entitlements and expenses (if applicable).

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

