

FIRST NATIONS ADVISORY GROUP

Terms of Reference

South Australian **Film Corporation**Web Version – September 2025

1. PURPOSE

- 1.1. The First Nations Advisory Group (FNAG) has been established as a vehicle to engage experienced and respected South Australian First Nations people across business and the arts, creative and screen sectors. It will support South Australian Film Corporation (SAFC) leadership through the provision of industry experience and cultural expertise, guiding and helping to ensure best practice ways of working with First Nations communities and non-Indigenous clients and stakeholders.

2. SCOPE

- 2.1. The FNAG provides an advisory function which will include:
 - 2.1.1. providing strategic advice to, and sharing cultural, community, and screen sector insights with, SAFC leadership – especially the Head of First Nations.
 - 2.1.2. providing advice on the SAFC First Nations Screen Strategy, which seeks to encourage, engage and stimulate opportunities to increase the making of ambitious projects by South Australian First Nations screen practitioners.
- 2.2. The FNAG does not have any delegated authority; it is an Advisory Group reporting to the Head of First Nations and, where requested and/or appropriate, providing advice to the CEO and the SAFC Executive Team to inform strategy development and First Nations initiatives.

3. MEMBERS

- 3.1. The membership of the FNAG shall comprise up to six (6) First Nations people selected by the CEO, in consultation with the Head of First Nations and the Head of Production, following an expression of interest (EOI) process.
- 3.2. Ad hoc appointments to the FNAG will be made by the CEO upon advice from the Head of First Nations and/or nominations recommended by the FNAG.
- 3.3. Members are appointed for a two-year (2) term and may be eligible for reappointment. For the purposes of ensuring corporate knowledge is retained, a member may be asked to extend their tenure for a further period beyond the two-year appointment term.
- 3.4. Shortly after commencement, members will undergo an induction process outlining their responsibilities, relevant SAFC policies and procedures, and other information.
- 3.5. The SAFC will promote members on its website and in relevant industry forums.
- 3.6. FNAG members must:
 - 3.6.1. Attend at least three out of four quarterly meetings within any financial year, either in person or via an online platform, unless agreed otherwise by the Head of First Nations

- 3.6.2. Maintain confidentiality of all discussions, documents and information received in the course of their duties, except where disclosure is required by law or authorised by the FNAG.
- 3.6.3. Comply with the provisions of these Terms of Reference and any relevant SAFC policies, procedures or governance frameworks applicable to the FNAG.
- 3.6.4. In accordance with the SAFC **Conflict of Interest Policy**, identify, disclose and manage any conflict of interest in a matter to be decided or under consideration by the FNAG.
- 3.6.5. Abide by the SAFC's 'WE'RE EQUAL Statement of Commitment' and treat everyone equally regardless of their age, ability, gender, diversity, sexuality, relationship and reproductive status, race, religion and culture. SAFC has zero tolerance for discrimination or disrespectful behaviour. Cultural safety of all First Nations peoples is paramount while working with the SAFC and the screen sector.

3.7. FNAG Chair

- 3.7.1. The FNAG will appoint a Chair from among its members. The appointment shall be made by a majority vote of FNAG members and shall be for a term determined by the FNAG. The Chair may be reappointed for further terms.
- 3.7.2. In the absence of the Chair, the FNAG shall nominate an acting Chair from amongst its members.

3.8. Fees and Reimbursements

- 3.8.1. FNAG members are entitled to receive a sessional sitting fee of \$265 per meeting of 2-4 hours duration attended. The Chair will be entitled to receive a sessional sitting fee of \$398 per such meeting attended.
- 3.8.2. For meetings lasting less than 2 hours, an hourly rate determined by the CEO with advice from the Head of First Nations will apply.
- 3.8.3. The sitting fees, which are in line with the DPC Remuneration Guide, will apply to FNAG meetings and other SAFC meetings as requested by the CEO or Head of First Nations. The sitting fee incorporates reading time for meeting papers.
- 3.8.4. A tax invoice is required to initiate payment of the sitting fee and must include ABN, bank account details.
- 3.8.5. FNAG members who travel from a regional area will be reimbursed for using their own registered vehicle to attend meetings. Reimbursement for use of a private vehicle will be as per the Australian Taxation Office '[Cents per kilometre method](#)' which takes all vehicle running expenses (including registration, fuel, servicing and insurance) and depreciation into account.
- 3.8.6. SAFC staff will assist FNAG members with other travel and accommodation arrangements if applicable.
- 3.8.7. As per the Guidelines for SA Government Boards and Committees and clause 5.7 of Premier and Cabinet Circular 016 (PC 016), public sector employees are not entitled to be paid for being a member of a government board or committee unless an exemption is granted by the DPC Chief Executive
- 3.8.8. SAFC may retain from fees due to members amounts required to be remitted to any other entity (such as amounts due to public sector employees).

4. RESPONSIBILITIES

4.1. The FNAG will:

4.1.1. provide advice and guidance to SAFC CEO and Head of First Nations on:

- the SAFC First Nations Screen Strategy
- existing SAFC programs and initiatives.
- organisational governance, policies and practices that affect First Nations screen practitioners in SA.

4.1.2. Positively promote the SAFC's programs and initiatives.

4.1.3. Support the SAFC's Reconciliation Action Plan (RAP).

4.1.4. Attend SAFC and industry events.

4.1.5. Attend other occasional SAFC meetings and provide Working Group updates to the CEO and Executive Team.

4.2. The FNAG Terms of Reference will be reviewed by the FNAG on a two (2) yearly basis and subject to the endorsement by the CEO.

5. MEETING ARRANGEMENTS

5.1. The FNAG members along with relevant SAFC staff will meet at least quarterly (four (4) times per year) at the Adelaide Studios or via an online platform.

5.2. The Chair of the FNAG plus two (2) other members will constitute a quorum.

5.3. The Chair (or Acting Chair) of the FNAG shall have a deliberative vote on all matters before the FNAG. In the event of an equality of votes (i.e. a tied vote), the Chair shall have the authority to exercise a casting vote to determine the outcome.

5.4. The meeting agenda and related papers will be circulated to FNAG members via email and at least 24 hours in advance of the meeting.

5.5. Dates for meetings the following year will be decided and communicated to members at the last FNAG meeting each (financial) year.

5.6. The FNAG will be provided with administrative support by SAFC staff. A staff member will record and distribute minutes of the FNAG.

5.7. Reporting

5.7.1. Meeting minutes will be circulated within 1 week after each FNAG meeting.

5.7.2. Minutes of each FNAG meeting will be presented to the CEO within a week of acceptance by FNAG members.

5.7.3. Where the FNAG makes a recommendation to the CEO or Head of First Nations, a report will accompany the minutes containing the recommendation, providing the background and rationale in support of the recommendation, to assist the CEO or Head of First Nations' decision making.

5.7.4. The CEO or Head of First Nations may provide written updates on FNAG business to the SAFC Board as necessary throughout the year.

6. ACTING IN GOOD FAITH

- 6.1. In line with the SAFC's Terms of Trade, the SAFC also acts in the public interest and must exhibit the highest levels of professionalism in its dealing.
- 6.2. FNAG members must be honest and open in all dealings with SAFC. They must not mislead or deceive SAFC by act or omission.
- 6.3. The SAFC expects all FNAG members who are also funding applicants to meet all SAFC Terms of Trade and other contractual obligations.
- 6.4. The SAFC expects that communications between its staff and FNAG members will be courteous and respectful at all times.
- 6.5. FNAG members may seek access SAFC's Employee Assistance Program (EAP).
- 6.6. SAFC reserves the right to remove any FNAG members in breach of these Terms of Reference.

END