

GAMES INDUSTRY ADVISORY GROUP

Terms of Reference



1. PURPOSE

- 1.1. The Games Industry Advisory Group (GIAG) has been established as a vehicle to engage experienced and respected South Australian game developers or those involved in the business of developing, financing, or publishing games. It will support South Australian Film Corporation (SAFC) leadership through the provision of industry experience and sound business practices, guiding and helping to ensure SAFC best practices of working with developers, studios, publishers, platform holders, licensors, financiers, and other industry stakeholders.

2. SCOPE

- 2.1. The GIAG provides an advisory function, including to:
 - 2.1.1. provide strategic advice to, and share sectoral insights with, SAFC leadership – especially the Head of Production and the Game Development Executive,
 - 2.1.2. provide advice on funding for the games sector, including the SA Video Game Development Rebate and Digital Games Fund,
 - 2.1.3. provide advice on opportunities to encourage, engage and stimulate an increase in ambitious creative and commercial projects by South Australian game developers and studios.
- 2.2. The GIAG does not have any delegated authority; it is an Advisory Group reporting to the Head of Production and the Game Development Executive, where requested and/or appropriate, providing advice to the CEO and the SAFC Executive Team to inform strategy development and Game Development initiatives.

3. MEMBERS

- 3.1. The membership of the GIAG shall comprise up to six (6) Games Industry Experts. The composition will aim to ensure fair and balanced representation across the sector and will ideally include individuals from a range of professional backgrounds, such as a large studio head, an independent developer, a service provider, an education provider, and a regional developer. Final selection will be made by the CEO, in consultation with the Head of Production and the Game Development Executive, following an expression of interest (EOI) process.
- 3.2. Ad hoc appointments to the GIAG will be made by the CEO upon advice from the Head of Productions and/or nominations recommended by the GIAG.
- 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. GIAG 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 Production.
 - 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 Group.
 - 3.6.3. Comply with the provisions of this Terms of Reference and any relevant SAFC policies, procedures or governance frameworks applicable to the Group.
 - 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 GIAG.
 - 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 is paramount while working with the SAFC and the screen sector.

3.7. Group Chair

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

3.8. Fees and Reimbursements

- 3.8.1. GIAG 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 Production.
- 3.8.3. The sitting fees, which are in line with the DPC Remuneration Guide, will apply to GIAG meetings and other SAFC meetings as requested by the CEO or Head of Production. 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. GIAG 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 GIAG members with other travel and accommodation arrangements if applicable.
- 3.8.7. As per the Guidelines for SA Government Boards and Committee 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 group 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 GIAG will:
- 4.1.1. Provide advice and guidance to SAFC CEO and Head of Production on:
- the SAFC Digital Game Development Strategy
 - existing SAFC games industry programs and initiatives
 - organisational governance, policies and practices, legal and regulatory issues that affect the games industry in SA
 - potential new programs or funding sources, to support the SA games industry
 - national and international trends and opportunities in the games industry
- 4.1.2. Positively promote the SAFC's programs and initiatives
- 4.1.3. Support the SAFC's Strategic Plan
- 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 GIAG Terms of Reference will be reviewed by the GIAG on a two (2) yearly basis and subject to the approval by the CEO.

5. MEETING ARRANGEMENTS

- 5.1. The GIAG 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 Group plus two (2) other Group members will constitute a quorum.
- 5.3. The Chair (or Acting Chair) of the Group shall have a deliberative vote on all matters before the Group. 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 Group 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 GIAG meeting each (financial) year.
- 5.6. The GIAG will be provided with administrative support by SAFC staff. A staff member will record and distribute minutes of the GAC.
- 5.7. Reporting**
- 5.7.1. Meeting minutes will be circulated within 1 week after each GAC meeting.
- 5.7.2. Minutes of each GIAG meeting will be presented to the CEO within a week of acceptance by Group members.

- 5.7.3. Where the GIAG makes a recommendation to the CEO or Head of Production, 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 Production' decision making.
- 5.7.4. The CEO or Head of Production may provide written updates on GIAG 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. GIAG 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 GIAG 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 Group members will always be courteous and respectful.
- 6.5. GIAG members may seek access SAFC's Employee Assistance Program (EAP).
- 6.6. SAFC reserves the right to remove any GIAG members in breach of these Terms of Reference.

7. RELATED DOCUMENTS AND REFERENCES

Forms/templates	- Disclosure of Interest—Board Declaration form
SAFC Policies & Procedures	- Board Declaration of Interest Register - Compliance and Governance Framework - Conflict of Interest Policy - Gifts Register
References/Legislation	-  Code of Ethics for the South Australian Public Sector -  South Australian Film Corporation Act 1972