

DIVERSITY & INCLUSION ADVISORY GROUP

Terms of Reference



1. PURPOSE

The Diversity & Inclusion Advisory Group (DIAG) has been established to bring together emerging and experienced, respected screen industry practitioners who champion inclusive and equitable practices within the South Australian screen sector. The group will support South Australian Film Corporation (SAFC) leadership by providing informed advice based on lived experience, and industry insights that promote best-practice approaches to diversity, equity, access, and cultural safety.

DIAG will help guide the SAFC in its work with industry and other stakeholders to achieve the [SAFC's Diversity and Inclusion Strategy 2022-2032](#) target and deliver a seven-year plan to 2032 with actions, drivers and indicators.

2. SCOPE

- 2.1. The DIAG 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 Talent Development Manager,
 - 2.1.2. provide advice on support for the screen sector, including Production, Development, and Industry development funds, Adelaide Studios operations, and other SAFC activities across film, television and video games.
 - 2.1.3. provide advice on opportunities, programs, policy and strategies to achieve the targets set in the SAFC's Diversity and Inclusion Strategy 2022 to 2032.
- 2.2. The DIAG does not have any delegated authority; it is an Advisory Group reporting to the Head of Production and the Talent Development Manager, where requested and/or appropriate, providing advice to the CEO and the SAFC Executive Team to inform diversity and inclusion as it pertains to strategic production and development initiatives, and sector development.

3. MEMBERS

- 3.1. The membership of the DIAG shall comprise up to six (6) screen industry practitioners from backgrounds as defined in the Diversity & Inclusion Strategy These include industry members from a range of backgrounds including; Female, First Nations, LGBTQIA+, Regional and Remote, Socio-Economically Disadvantaged, Culturally and Linguistically Diverse, and Deaf and disabled people

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 producer, key creative, a service provider, an education provider. Final selection will be made by the Head of Production and the Talent Development Manager in consultation with the CEO, following an expression of interest (EOI) process.

- 3.2. Ad hoc appointments to the DIAG may be made by the CEO upon advice from the Head of Productions and/or nominations recommended by the DIAG.

- 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. DIAG 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 DIAG.
 - 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 DIAG 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 DIAG. The Chair may be reappointed for further terms.
- 3.7.2. In the absence of the Chair, the DIAG shall nominate an acting Chair from amongst its members.

3.8. Fees and Reimbursements

- 3.8.1. DIAG 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 DIAG meetings and other SAFC meetings as requested by the CEO or Head of Production. The sitting fee incorporates reading time for meeting papers and other relevant duties for the Chair.
- 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. DIAG members who travel from a regional or remote 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. Regional or Remote is defined by postcodes and suburbs outside ABS definitions of Greater Adelaide, with the exception of the Local Government Area of Playford.

You can find further information here: <https://www.abs.gov.au/census/guide-census-data/geography/census-geography-glossary#greater-capital-city-statistical-area-gccsa>

- 3.8.7. SAFC staff will assist DIAG members with other travel and accommodation arrangements if applicable.
- 3.8.8. 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
- 3.8.9. 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 DIAG will:

- 4.1.1. Provide advice and guidance to SAFC CEO and Head of Production on:

- the SAFC Diversity & Inclusion Strategy
- existing programs and initiatives,
- governance, legal and regulatory issues pertaining to diversity and inclusivity in the screen industry, as well as relevant developments and best practice case studies from elsewhere
- preparing a 7-year plan to 2032 with actions, drivers and indicators to deliver to the SAFC board in the 2025/26 financial year.

- 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 DIAG Terms of Reference will be reviewed by the DIAG on a two (2) yearly basis and subject to the approval by the CEO.

5. MEETING ARRANGEMENTS

- 5.1. The DIAG 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 DIAG meeting each (financial) year.
- 5.6. The DIAG will be provided with administrative support by SAFC staff. A staff member will record and distribute minutes of the DIAG.

5.7. Reporting

- 5.7.1. Meeting minutes will be circulated within 1 week after each DIAG meeting.
- 5.7.2. Minutes of each DIAG meeting will be presented to the CEO within a week of acceptance by Group members.
- 5.7.3. Where the DIAG makes a recommendation to the SAFC, a report will accompany the minutes containing the recommendation, providing the background and rationale in support of the recommendation, to assist the SAFC’s decision making.
- 5.7.4. The SAFC may provide written updates on DIAG 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. DIAG members are expected to act in a manner consistent with the Code of Ethics for the South Australian Public Sector, and to comply with all relevant SAFC policies and frameworks including those relating to integrity and ethics practices, respectful behaviours and Work Health and Safety.
- 6.3. DIAG members must be honest and open in all dealings with SAFC. They must not mislead or deceive SAFC by act or omission.
- 6.4. The SAFC expects all DIAG members who are also funding applicants to meet all SAFC Terms of Trade and other contractual obligations.
- 6.5. The SAFC expects that communications between its staff and Group members will always be courteous and respectful.
- 6.6. DIAG members may seek access to SAFC’s Employee Assistance Program (EAP).
- 6.7. SAFC reserves the right to remove any DIAG 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 - Integrity Practices - Respectful Behaviour Policy - Work Health and Safety Policy
References/Legislation	- Code of Ethics for the South Australian Public Sector - South Australian Film Corporation Act 1972