

Screen Industry Advisory Council Terms of Reference

Role

The Screen Industry Advisory Council (SIAC) provides expert advice and feedback to the Minister for Tourism and Culture through the Chief Executive Officer (CEO) of the Department of Tourism and Culture (DTC) on matters related to the development and growth of the Northern Territory screen industry.

Responsibilities

Representing the screen industry and responsible to the Northern Territory (NT) Government, the Council will

- advocate for and promote the development and growth of the NT screen industry
- monitor the delivery of the Screen Industry Development Plan 2018-20 (SIDP)
- recommend specific and measurable performance targets by which to evaluate the success of the SIDP
- provide advice during the review of Screen Territory's funding guidelines and peer assessment arrangements
- identify and provide advice on professional development needs, and participate in the design of an annual program of professional development options for the screen industry
- provide advice on the establishment of a new industry awards program, to be led by industry in partnership with Screen Territory
- work to develop networks across business, government and general community, for the benefit of the NT screen industry
- provide strategic advice to government on relevant policy matters as needed

MEMBERSHIP

Members

The SIAC will consist of up to seven members:

- four from the NT screen industry
- one from the NT business sector
- and up to two from the non-NT screen industry*

*The NT-based members of the SIAC may at any time recommend to the Minister the appointment of up to two screen industry representatives from outside the NT to add skills and experience that will benefit the SIAC in meeting its responsibilities.

The Minister will appoint a Chairperson from among SIAC's NT-based members.

Term of membership

Members will be appointed for an initial term of 2 years.

Chair

The SIAC Chairperson must preside at all meetings at which he or she is present. If the Chairperson is not present at a meeting, members must elect another member present to preside.

The Chairperson leads the activities of the SIAC, and sets direction in conjunction with Screen Territory. In keeping with the Northern Territory Government Boards Handbook, responsibilities specific to the SIAC Chairperson include:

- Contributing to the preparation of an agenda ahead of each SIAC meeting
- Facilitating the flow of information and discussion during and between meetings
- Conducting SIAC meetings and other business
- Ensuring that the SIAC operates effectively
- Liaising with and reporting to the Minister on behalf of the SIAC through the CEO of DTC
- Assisting with the induction of, and supporting new SIAC members
- Working with the CEO of DTC to oversee and review the performance of the SIAC

Resignation

Should a SIAC member resign during the term of his or her appointment, the Chairperson may request to the Minister, through the CEO of DTC, that a replacement member be appointed. The appointment, if approved, shall be for the remainder of the term of the member who resigned.

PROCEDURES

Meeting schedule

The SIAC will meet at least four times per year with additional meetings on an as-needs basis at the discretion of the Chairperson and the DTC CEO. One meeting will be held face to face each year in each of Darwin and Alice Springs, with other meetings held either via teleconference or videoconference.

SIAC may also conduct its business through out-of-session business papers.

Department attendance

DTC and other NT Government representatives may attend each SIAC meeting in an ex-officio capacity in order to ensure that the NT Government's commitment to strengthening and growing the local industry is delivered effectively.

Quorum

A quorum for a SIAC meeting is constituted by one half of the current members, plus one member. If a member is required to remove him or herself from deliberations of SIAC due a personal interest, the remaining members constitute a quorum for the purpose of any deliberation at that meeting for that matter only.

Attendance and participation by proxy is not allowed.

Resolutions

A resolution of the SIAC within a meeting will be determined by the majority vote of the members present at a meeting. The Chairperson has a deliberative and casting vote.

The SIAC may also pass a resolution without a meeting being held if all the members entitled to vote on the resolution sign a document (or reply to an email) containing a statement that they are in favour. The SIAC Secretary must keep a record of resolutions passed in accordance with this process.

Attendance by Observers

The Chairperson may invite relevant persons to interact with SIAC at its meeting as an observer. This may include that the observer:

- be provided with some, or all, SIAC papers on the day of, or prior to, a SIAC meeting; and
- where considered appropriate by the Chairperson, participates in all or part of the discussions of SIAC including responding to questions

The Chairperson must not permit the observer to seek amendments to any SIAC papers, vote at the meeting or influence the deliberations of the SIAC.

Secretariat support

Screen Territory and DTC will provide secretariat support for SIAC, including:

- Organising meetings (arranging venues, refreshments and notifying members)
- Formalising agendas in consultation with the Chairperson
- Distributing agendas and supporting documents to members
- Recording meeting minutes and retaining appropriate records of SIAC's activities
- Arranging travel if required for SIAC members to attend meetings

The Secretariat function is also relied upon to follow correct procedures and to advise SIAC on public sector regulations and meeting protocols

Members may be required, from time to time, to prepare meeting papers seeking SIAC's consideration.

Reporting

SIAC meeting outcomes and advice will be provided to the Minister through the CEO of DTC after each meeting.

The Minister may call for other formal reports from the Chairperson on specific matters from time to time.

REMUNERATION

Sitting fees

Members will be entitled to be paid sitting fees, which are established under the *Northern Territory Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2014*, in line with the SIAC's classification as a non-statutory body Class C3: Advisory and Review Bodies/Ministerial assistance.

Sitting fees are currently \$304 per day (Chairperson) and \$228 per day (members).

Members will be entitled to be paid superannuation for each month where the total sitting fees earned reach the \$450 Superannuation Guarantee Levy monthly threshold.

Hourly work

The Minister may request the SIAC to undertake work on particular projects, such as the preparation of a report into a specific policy matter or initiative, outside its regular meeting schedule.

In this event, SIAC members will be entitled to be paid at an amount equal to 1/5 of the daily rate for each hour spent conducting the business of the SIAC on such projects.

Travel entitlements

Members are entitled to be reimbursed for economy class airfares, accommodation, travel allowance and reasonable related expenses according to the General Remuneration Determination, when they are required to travel from their usual place of residence to attend SIAC meetings or conduct the business of the SIAC.

CODE OF CONDUCT

As a result of their position of trust, SIAC members' actions and standards of behavior are required to be exemplary. Members should act bona fide in the interests of the SIAC, the Northern Territory, and the community, and not in their own interest or to pursue personal agendas.

Members of the SIAC have fundamental responsibilities to:

- Act within applicable legislation, applicable common law and accepted principles of good governance
- Be loyal to the Crown and recognise government policy and practices
- To act in accordance with generally accepted ethical principles applying to the public sector; and
- To exercise prudence and be economical with public resources

Members must take reasonable steps to ensure they are well briefed about the business of the SIAC in order to provide informed advice to government on matters within the SIAC's scope of activities. Members are responsible collectively for positions taken with regard to SIAC's advice to government and should support and adhere to those positions once finalised.

Members can exercise a dissenting view on particular positions adopted by SIAC which should be appropriately minuted. However, once a SIAC position is taken regarding advice to government on matters within the scope of SIAC's activities, all members are expected to respect and adhere to that position.

Members are expected to observe the following standards when dealing with SIAC-related matters:

- a) Members should avoid any situation in which the private interests of themselves or of their immediate family, whether pecuniary or otherwise, conflict or might reasonably be thought to conflict with their SIAC duty.

- b) Members should not use information obtained in the course of official duties to directly or indirectly gain a pecuniary or other advantage for themselves or for any other person.
- c) Members should not solicit or accept from any person any remuneration or benefit for the discharge of information not available to the public.
- d) Members should not solicit or accept any benefit, advantage or promise of further advantage, whether for themselves, their immediate family or any business concern or trust with which they are associated from persons who are in, or seek to be in, any contractual or special relationship with government.
- e) Members must take care to maintain the integrity and security of documents or information provided to them as members of the SIAC. This includes protecting the integrity of electronic documents on mobile devices and laptops.

Confidentiality

All deliberations, advice given to government, and activities of SIAC are confidential unless expressly stated otherwise by the Chairperson or his or her delegate.

Conflict of interest

At each SIAC meeting the Chairperson will seek declarations of interests from all Members present. If a Member has a personal interest in a matter being considered by SIAC, he or she must disclose it. Disclosure of personal interests must be recorded in the minutes of the meeting.

If a Member has a personal interest in a matter that requires disclosure he or she must absent him or herself from the meeting for the duration of discussion regarding the relevant agenda item and not take part in any deliberation regarding the matter.

Evaluating SIAC Performance

Good governance requires the performance of SIAC to be evaluated at least annually. Whilst the Minister is responsible for the appointment of Members, it is incumbent upon the Chairperson to assess the performance and conduct of SIAC.

Terms of Reference Approval and Changes

The Minister has authority to approve and change the SIAC terms of reference.

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