



Screen and Digital Games Industries Advisory Committee Terms of Reference

Introduction

The Screen and Digital Games Industries Advisory Committee (the Committee) is established under the *Screen and Digital Games Industries Act 2025* (the Act) with the *Screen and Digital Games Industries (Advisory Committee) Regulation 2025* (the Regulation) setting out detailed provisions for the Committee.

These terms of reference provide operational support and guidance to the provisions outlined under legislation.

Purpose of the Committee

As outlined under legislation, the Committee advises the Minister for the Arts and the Secretary of the Department of Creative Industries, Tourism, Hospitality and Sport on issues relating to the screen and digital game sectors in NSW. The Committee may directly provide this advice to the Minister or Secretary, or via Screen NSW.

The advice of the Committee will assist the Government and Screen NSW to effectively support the screen and digital games industries and ensure relevant contemporary industry requirements are recognised.

Scope and functions

The scope and functions of the Committee are set out in Part 2 of the Regulation and include advice on allocation of funds between Screen NSW programs, the local council accreditation process, advocating for awareness of intellectual property rights with respect to emerging technologies, spaces for screen and digital games production, and the strategic direction of the screen and digital games industries.

The Minister and the Committee may also agree for the Committee to undertake other functions.

Members

The requirements for the composition of the Committee are set out in the Regulation and summarised below:

- Must consist of not more than 10 members.
- One member is to be appointed Chair and one member Deputy Chair.
- At least one member must have experience in the digital games industry.
- At least one member must be an Aboriginal or Torres Strait Islander person.
- At least one member must reside or work in regional NSW.
- Other than the Deputy Chair, all members must have relevant experience or expertise in the screen or digital games industry.

Members are appointed by the Minister for the Arts each for a term of no more than 3 years. Members are eligible for reappointment to a further term unless the person had held office for more than 6 years.

Responsibilities of the Chair

The Chair is responsible for leading the activities of the Committee and ensuring members have the opportunity to contribute to discussions and make effective recommendations to support the screen and digital games industries and the role of Screen NSW. Other responsibilities include:

- Overseeing strategic issues presented to the Committee for consideration
- Presiding at meetings and facilitating frank discussion
- Ensuring compliance of the Committee with relevant policies and procedures, including overseeing conflict of interest.

Responsibilities of the Deputy Chair

In the absence of the Chair, the Chair may request the Deputy Chair to act as the Chair and have the full responsibilities and authority of the Chair. In addition, the Deputy Chair supports the operation of the Committee by:

- Encouraging balanced consideration and discussion of issues raised
- Otherwise supporting the Chair in carrying out functions as requested by the Chair.

Responsibilities of members

All Committee members are responsible for:

- Attending Committee meetings (in person preferred)

- Preparing for meetings to support active participation in discussions
- Reviewing minutes and action lists and other documents as requested
- Complying with relevant NSW Government policies and procedures
- Managing private and confidential information in line with the *Privacy and Personal Information Protection Act 1998*
- Disclosing pecuniary and non-pecuniary interests as soon as they arise and following processes for managing conflicts of interest
- Not using their position or information gained through their position for personal benefit or advantage.

Managing Conflicts of Interest

All Committee members are required to declare any conflicts of interest and Screen NSW will keep records of all declared conflicts of interest. To manage and identify potential conflicts:

- An opportunity to declare conflicts will be standing agenda item and reminders included in circulation of the agenda and meeting papers.
- Members must disclose full and accurate details as soon as conflicts arise.
- Where appropriate, the Chair will direct members to be excluded from relevant discussions.
- The Chair will oversee declarations of conflict; should the Chair declare any conflicts of interest, this will be overseen and managed by the Head of Screen NSW with support from the Department as required.

Subcommittees

As set out in Part 2 of the Regulation, the Committee may establish subcommittees to assist with the Committee's functions, including defining subcommittee chair and membership requirements.

Any decision by the Committee to establish a subcommittee will take into consideration:

- Reason for establishing a subcommittee
- Likely benefits and need
- Sufficient capacity of potential subcommittee members to undertake the work
- Sufficient capacity by Screen NSW to provide secretariat functions.

As set out in the Regulation, members of any subcommittee need not consists of all members of the Committee.

Secretariat and meeting procedures

Screen NSW will undertake secretariat functions for the Committee, including preparing agendas, minutes and action lists.

At least four meetings will be held each year; in person attendance preferred. Where appropriate or required, items may be sent out of session for consideration and feedback.

Other procedures are set out in Part 4 of the Regulation including that the quorum for each meeting is 4 members, and that the Chair has a deliberative vote and, if there is an equality of votes, the Chair has a second or casting vote.

A decision supported by a majority of the votes cast at a Committee meeting at which a quorum is present is the decision of the Committee.

Review of Terms of Reference

This Terms of Reference will be reviewed once every two years or as requested by the Chair of the Committee.

Date of Committee endorsement: 9 December 2025

Planned date of next review: 9 December 2027