

WA Screen Industry Diversity Leadership Group (DLG)

Terms of Reference

1. Background

The WA Screen Industry Diversity Leadership Group ('the DLG') is an industry group that commenced on 28 June 2017, to represent a diverse cross-section of the screen industry, and those who have and/or represent those who have had direct experience in supporting and encouraging diversity.

The WA Screen Industry Diversity and Inclusion Roadmap 2017-2023 ('Roadmap') was established by WA screen industry members, including DLG members, to advance a more diverse screen industry as a whole.

For the purpose of the Roadmap, the WA screen industry recognises diversity as differences in:

- gender;
- age;
- Indigenous identity;
- cultural and linguistic diversity (CaLD);
- disability;
- sexuality and gender identities, including lesbian, gay, bisexual, transgender, queer, intersex, and/or asexual (LGBTQIA+);
- location (including urban communities and remote regions);
- socio-economic status; and
- intersections of the above

Screenwest is Western Australia's not-for-profit screen funding organisation, supporting the development and production of film, television, and interactive projects in WA.

Screenwest is committed to working to the Roadmap and the Screenwest Strategic Plan 2021-2024 ('Strategic Plan') to achieve increased participation and representation from diverse groups across the screen industry in Western Australia. Screenwest, along with industry, plays an important role in the

Roadmap and Strategic Plan's implementation by fostering a meaningful shift towards a more diverse screen industry as a whole.

2. Purpose of the DLG

DLG members bring their experience and knowledge to:

- Promote and guide the screen industry to achieve increased participation and representation from diverse groups across the screen industry in Western Australia.
- better inform Screenwest's decision making processes. The DLG can advise Screenwest on existing, new, or emerging screen industry issues or activities that may impact, affect, or enhance the development of the screen industry in Western Australia and research, investigate and explore matters as requested by Screenwest from time to time, within reasonable DLG capacity.

3. Role & Objectives of the DLG

The role of the DLG is to, as requested by Screenwest, provide informed perspectives to the development and implementation of Screenwest's activities regarding the Roadmap and Strategic Plan.

The DLG has a dual function as both an advisory group and conduit between diverse communities and Screenwest, as well as the WA screen sector overall.

The DLG functions as an advisory group to Screenwest offering consultation and feedback to the screen body.

It also functions as an advocacy group and bridge between diverse communities and the screen sector highlighting areas in need of support and assisting in breaking down barriers for practitioners of all levels who identify as members from a diverse community/or communities.

Additional to the Screenwest facilitated meetings, there is opportunity for the DLG to host informal meetings with diverse communities to gauge feedback and sentiments. The DLG may potentially reach out to organisations with already established networks. E.g. My Place, Centre for Stories. This further develops the relationship between the DLG and various diverse communities.

The key objectives of the DLG are:

- To represent the industry and broad diversity interests.
- Provide ideas and input as to how diversity initiatives may be improved to better serve Western Australia's screen industry and Screenwest's strategic direction.
- Advise Screenwest on current or emerging trends in the industry and on the effectiveness of measures and actions required and / or undertaken by the organisation.
- Add context and industry perspective to enrich the DLG cohort in general.
- Assist in the ongoing development and roll out of policy guidelines and documents, as guided by Screenwest.
- Inform existing Screenwest funding guidelines when Screenwest undertakes review of them.
- Promote and champion diversity & inclusion initiatives throughout their networks and seek feedback for DLG further discussion.
- Provide strategic context to the screen industry as policies are proposed and adopted.
- Monitor industry performance and provide input on how data is captured and processed.

4. Operations

The DLG's main point of contact at Screenwest will be the Diversity and Inclusion Manager.

Screenwest will support the DLG by providing a person who is an employee of Screenwest to record the minutes for four formal meetings between the DLG and Screenwest, per financial year.

As an independent industry group, the DLG can and may meet outside of these four meetings, as required by the needs of the group.

Both Screenwest and the DLG have the capacity to set relevant agenda items for the four formal meetings. Screenwest is to take leadership with calling meetings and finalizing agenda items to be discussed.

Screenwest will provide a meeting space for these four meetings at their offices where feasible, and unless otherwise advised or requested, and/or via Zoom in order to remain flexible and to encourage maximum engagement.

The minimum requirement for a quorum of attendance is 3 members.

Papers and discussions of the DLG Screenwest meetings are confidential and not for distribution without express prior agreement from Screenwest.

5. Responsibilities, Accountability and Decision-Making Authority

The DLG is responsible to Screenwest for carrying out the Roles & Objectives identified in paragraph 3 above. In its role as an advisory group to Screenwest, the DLG has no power to make any binding decisions on behalf of Screenwest.

Members of the DLG Group must act in good faith and use their best endeavours and must not use their position for an improper purpose.

6. Chair

The DLG will self-appoint the Chair and the term of this appointment may be reviewed at any time.

7. Appointment

Diversity Leadership Group members will be appointed by Screenwest. The appointment of the chair will be for two years, voted by the DLG. Terms of appointment of DLG members are for a period of three years. This may be renewed only twice. All appointments may be reviewed by the DLG at any time.

8. Meeting Accessibility

The Screenwest Office located at the ABC offices at 30 Fielder Street is DDA (Disability and Discrimination Act 1992) compliant and a disabled parking space may be requested inside the ABC parking structure if requested in advance and facilitated by Screenwest staff.

9. Review of the Terms of Reference

The DLG will review these Terms of Reference for purpose no less than every two years or as otherwise determined by the DLG and/or Screenwest.