

# ABORIGINAL CRICKET ADVISORY COMMITTEE OF SOUTH AUSTRALIA (ACACSA)

## TERMS OF REFERENCE

### 1. STATEMENT OF ACKNOWLEDGEMENT

The South Australian Cricket Association Incorporated (SACA) would like to pay its respects to Aboriginal people who have contributed to this land we all call home – South Australia. We also acknowledge that the cultural and heritage beliefs of First Nations people of South Australia remain important today.

### 2. PREAMBLE<sup>1</sup>

The Aboriginal Cricket Advisory Committee of South Australia (ACACSA) is an officially sanctioned advisory committee of the Board of SACA. This advisory committee has the responsibility and scope to offer advice to SACA's Board and management on matters relating to Aboriginal people.

Specifically, the ACACSA will provide advice to help promote diversity and facilitate cultural inclusiveness across the SACA organisation.

### 3. PURPOSE

The purpose of ACACSA is to be an advisory platform to facilitate a partnership between Aboriginal people and South Australian Cricket and engage with the National Aboriginal and Torres Strait Islander Cricket Advisory Committee (NATSICAC) to achieve these goals nationally. ACACSA's activities are aimed at enhancing the involvement of Aboriginal people at all levels in Australia's favourite sport.

The ACACSA will provide advice on growing the participation levels of Aboriginal people in the sport of cricket, and assist SACA in interfacing with other sporting codes and organisations to share resources to facilitate delivery and engagement.

The ACACSA will provide advice on cultural engagement and policy advice that will further develop the involvement of Aboriginal people across SACA.

### 4. ROLE

The role of ACACSA is to:

- 4.1 provide advice and support to SACA to inform strategic decision making, in line with SACA's strategic plans, including its engagement with NATSICAC in relation to the National Indigenous Cricket Strategy and Australian Cricket's Reconciliation Action Plan;
- 4.2 provide advice and support to SACA staff on strategic planning and activities on areas of engagement with Aboriginal people, including:
  - 4.2.1 increasing engagement with Aboriginal people and the game of cricket in South Australia; and
  - 4.2.2 providing cultural guidance on engaging with Aboriginal people;
- 4.3 view and provide feedback on progress against strategic plans and initiatives; and
- 4.4 provide cultural guidance to SACA, especially within the reconciliation agenda.
- 4.5 ACACSA will have no capacity to provide direction to the SACA Board or Management and its role is purely advisory.

<sup>1</sup> In this document, Aboriginal should be read as an inclusive term of Torres Strait Islander culture and languages.

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## 5. MEMBERSHIP

### 5.1 Co-Chairs

- 5.1.1 One appointed representative from the SACA Board and/or nominee.
- 5.1.2 One SACA appointed Co-Chair, appointed in accordance with the “Selection Process and Criteria” outlined for these appointments.

### 5.2 Deputy Chair

- 5.2.1 Will be held by one of the Committee members, who is not a SACA Staff Member.
- 5.2.2 Appointed via nomination from the Committee members.
- 5.2.3 Will act as Co-Chair in the event that either of the Co-Chairs is absent.

### 5.3 Ex-Officio

Will be held by a SACA Staff Member.

### 5.4 Representation

- 5.4.1 Minimum of 4 Aboriginal members.
- 5.4.2 Two Independent Members.
- 5.4.3 Two SACA staff members

### 5.5 Appointments

- 5.5.1 One of the Co-Chairs will be nominated and appointed by the SACA Board.
- 5.5.2 The other Co-Chair will be appointed by the SACA Board in accordance with the “Selection Process and Criteria” outlined for these appointments.
- 5.5.3 The Co-Chair referred to in 5.1.2 will be appointed to NATSICAC.
- 5.5.4 All other ACACSA members will be appointed by the SACA Board based on skill, gender and geography and in accordance with the “Selection Process and Criteria” outlined for these appointments.

### 5.6 Terms

- 5.6.1 The inaugural Co-Chair nominated and appointed by the SACA Board and referred to at 5.5.1 will hold office for an initial term of 2 years. The inaugural Co-Chair referred to at 5.5.2 will hold office for an initial term of 3 years.
- 5.6.2 Subject to 5.6.1, Co-Chairs will be appointed in alternative years, for the duration of 3 years, and they can be reappointed for a maximum of a further term of 3 years (such that the maximum duration of the appointment is 6 years).
- 5.6.3 The Deputy Chair will be appointed for one term (such that the maximum duration of the appointment as Deputy Chair is 3 years).
- 5.6.4 All other Committee members will be appointed for terms of 3 years, and they can be reappointed for further term of 3 years (such that the maximum duration of the appointment is 6 years).

### 5.7 Obligations and responsibilities

- 5.7.1 ACACSA members must sign and adhere to the “Member Standards Charters” for ACACSA, in the form in place from time to time.

### 5.8 Induction

- 5.8.1 All members will be required to undertake appropriate governance training within the first six months of their appointed term.

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## 6. MEETING PROCEDURE AND PROTOCOL

### 6.1 Welcome/Acknowledgment of Country

All meetings will commence with a Welcome or an Acknowledgment of Country.

### 6.2 Frequency of meetings

Four meetings will be held annually, at approximately quarterly intervals, with a minimum of one being a face to face meeting.

### 6.3 Record of meetings

6.3.1 The Co-Chairs in conjunction with the Ex-Officio will be responsible for producing accurate records of each meeting.

6.3.2 The Ex-Officio will take a record of each meeting and with approval from the Co-Chairs will distribute to ACACSA Members.

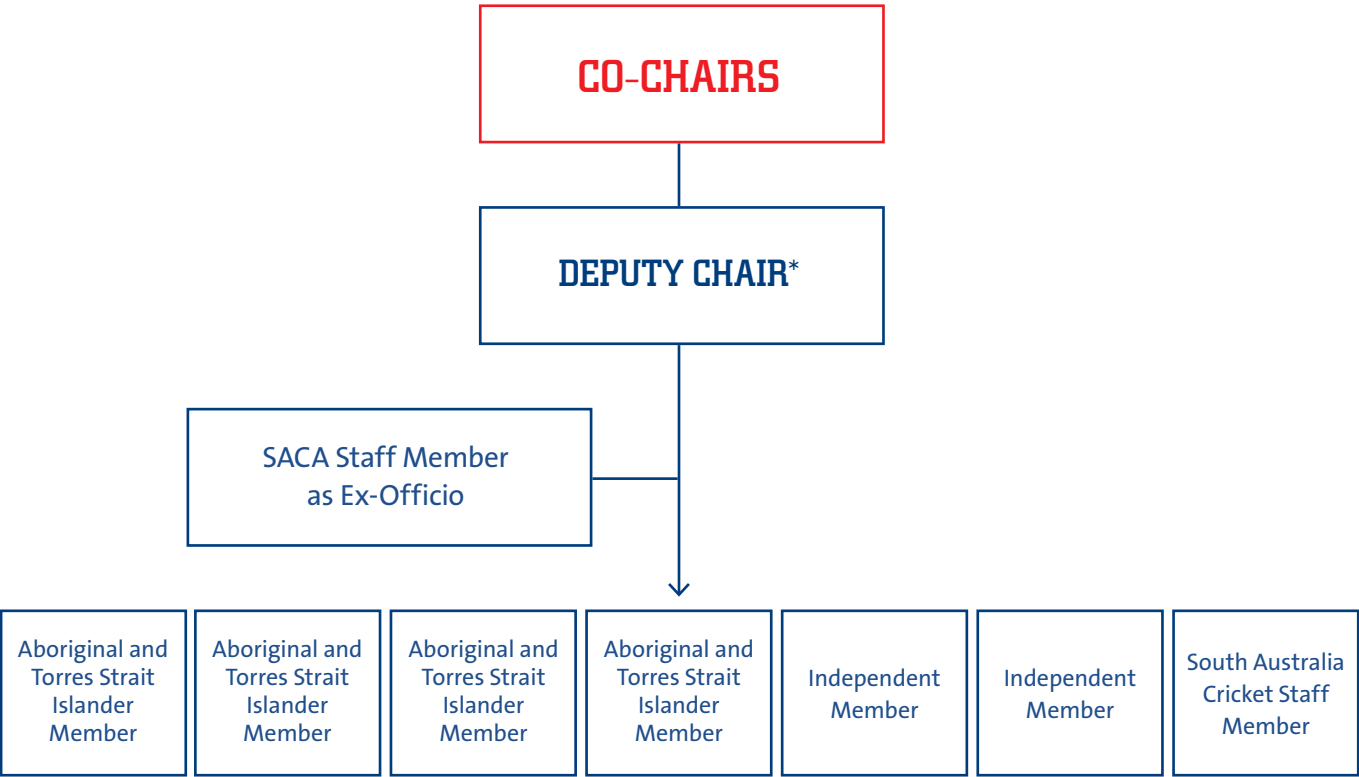
### 6.4 Meeting Recommendations and Actions

6.4.1 All recommendations and actions arising from each meeting will be recorded, reviewed and undertaken in a timely manner.

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## 7. STRUCTURE AND REPORTING FRAMEWORK

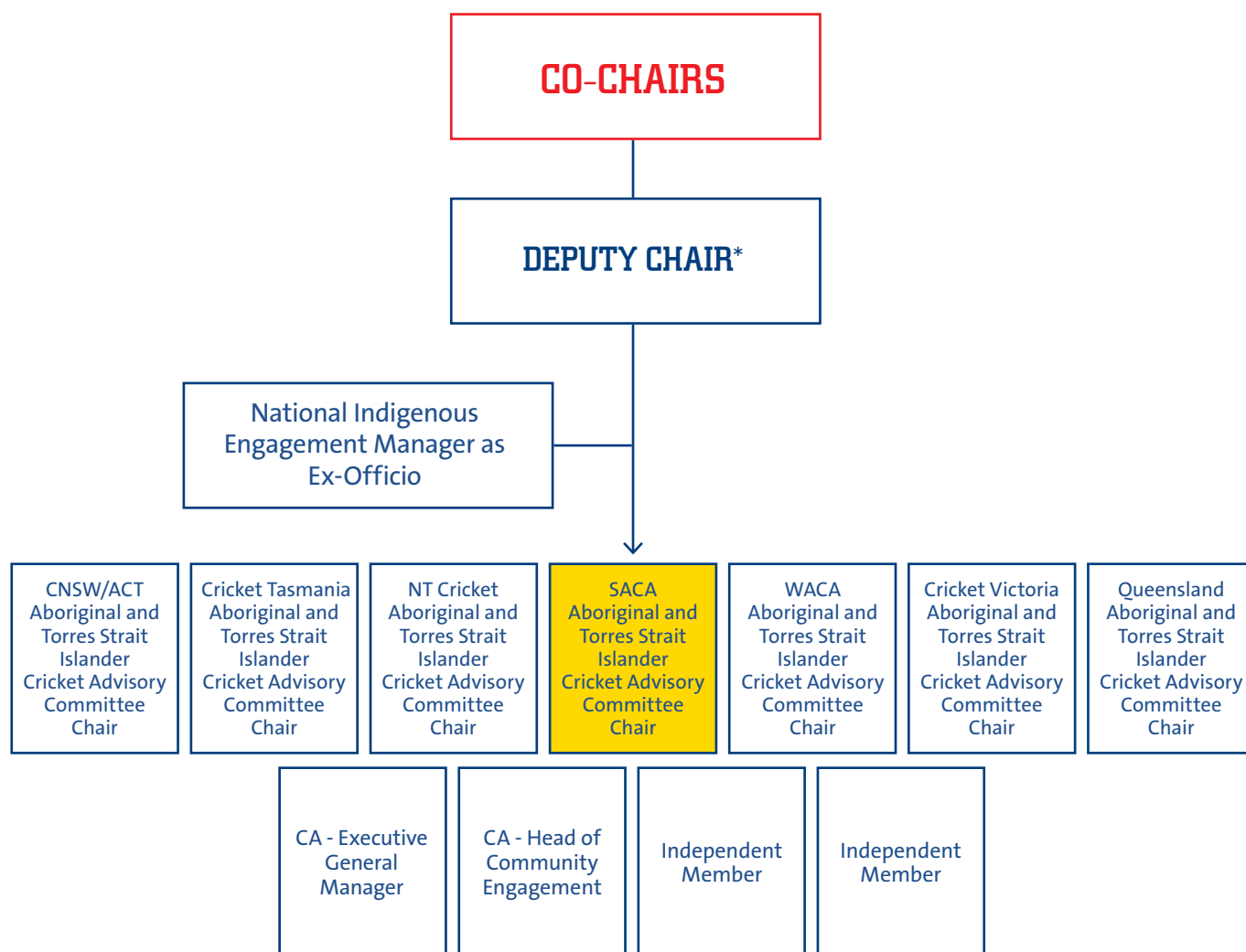
### 7.1 South Australia Cricket Structure



\* The Deputy Chair will be appointed from one of the committee members (non-cricket staff member).

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## 7.2 National Structure

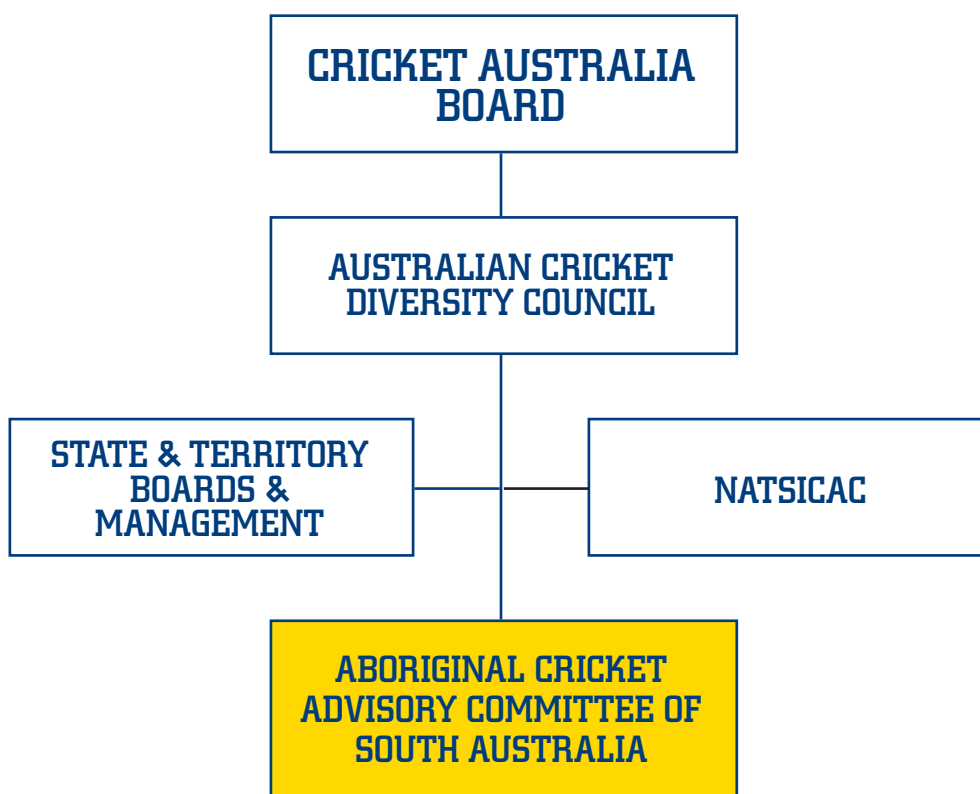


\* The Deputy Chair will be appointed from one of the Aboriginal and Torres Strait Islander State and Territory members.



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## 7.3 Reporting Framework



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## 8. COMMITTEE MEMBERS – STANDARDS CHARTER

### 8.1 Personal values – members will:

- 8.1.1 act ethically, with honesty and cultural integrity, in the best interests of cricket in Australia and South Australia, inclusive of Aboriginal cricket at all times;
- 8.1.2 take individual responsibility to actively contribute to all aspects of ACACSA's role according to the terms of reference;
- 8.1.3 make decisions fairly, impartially and promptly, considering all available information, and all relevant Cricket Australia and SACA policies and procedures;
- 8.1.4 treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their culture, interests, rights, safety and welfare; and
- 8.1.5 use her or his best efforts to regularly participate in professional development activities and will perform her or his assigned duties in a professional and timely manner pursuant to ACACSA's direction and oversight.

### 8.2 Communication and official information – Members will:

- 8.2.1 channel all communication between ACACSA on business matters to the SACA Board, SACA Staff Member or NATSICAC, as appropriate;
- 8.2.2 not disclose official information or documents acquired through membership of ACACSA, other than as required by law or where agreed by decision of ACACSA;
- 8.2.3 not make any unauthorised public statements regarding the business of ACACSA, SACA, Australian cricket or South Australian cricket;
- 8.2.4 support, adhered to and not contradict the formal decisions of ACACSA made in its meetings; and
- 8.2.5 respect the confidentiality and privacy of all information as it pertains to individuals.

### 8.3 Conflicts of interest – members will:

- 8.3.1 disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;
- 8.3.2 ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;
- 8.3.3 not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of Australian Cricket or South Australian Cricket;
- 8.3.4 manage and declare any conflict between their personal and public duty (being their duty to ACACSA, SACA, Australian cricket and South Australian cricket); and
- 8.3.5 where conflicts of interest do arise, ensure they are managed in the public interest.

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## 9. MEMBER SELECTION CRITERIA AND PROCESS

### 9.1 Selection Criteria

The overriding principle when making recommendations for appointment to ACACSA is that the proposed appointment will meet the selection criteria outlined below.

All ACACSA members must meet the following criteria:

1. demonstrate diverse cultural geographies, networks and understanding of community affairs;
2. an interest and understanding of programs relating to engagement of Aboriginal people and communities; and
3. the capabilities to provide advice to SACA, either demonstrated through professional experience, involvements on committees or boards, or in community-based organisations (paid or voluntary).

The non-Board nominated Co-Chair must meet the following criteria in addition to those outlined above:

1. cultural legitimacy and credibility – an active, respected and experienced member within the Aboriginal community;
2. experience serving on a board of directors and/or advisory committee, preferably as chairperson of such governance structure for an organisation of significant size and scope.
3. excellent communication and interpersonal skills, including the ability to apply meeting protocols and effectively interact with a range of stakeholders.

Independent Committee Members will be appointed based on the following:

1. no formal association to SACA, Cricket Australia or any other State and/or Territory Cricket Association;
2. capacity to provide independent judgment in carrying out the responsibilities of a Committee Member;
3. commitment to advancing Aboriginal cricket strategies; and
4. demonstrated leadership and involvement in the community.

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## 9.2 Selection Process

Outlined below is the selection process for all ACACSA members.

SACA makes declaration of vacancies and accordingly, advertises this in appropriate networks and media channels with four or more weeks' notice.



Applicants are to submit their application in writing to the Ex-Officio or specified staff member by the set closing date. Applications need to address the outlined selection criteria, with a copy of the applicant's curriculum vitae to provide contact details for two referees.



A selection panel constituted of the following representation is convened to assess applications:

1. An Aboriginal respected person who is not an applicant and/or an existing ACACSA member.
2. Board Member and/or Senior Manager of SACA.
3. Staff Member of SACA other than the Ex-Officio.



Selection panel reviews applications within the outlined selection criteria and conducts interviews for shortlisted candidates. Following this process, the selection panel is to make a recommendation of prospective ACACSA members for Board review and endorsement.



An announcement of appointed members following authorised SACA Board endorsement is made to appropriate networks and media outlets.