

# VICTORIAN ABORIGINAL CRICKET ADVISORY COMMITTEE (VIC ACAC)

## TERMS OF REFERENCE

### 1. STATEMENT OF ACKNOWLEDGEMENT

Cricket Victoria would like to pay its respects to the Aboriginal people who have contributed to this land we all call home – Victoria. We also acknowledge the wonderful contribution that Aboriginal and Torres Strait Islander people have made and continue to make to the game of cricket.

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

The Victorian Aboriginal Cricket Advisory Committee (VIC ACAC) is an officially sanctioned advisory committee of the Cricket Victoria Board. This advisory committee has the responsibility and scope to offer advice to management and the Cricket Victoria Board on matters relating to Aboriginal involvement within the game of cricket.

### 3. PURPOSE

A leadership and advisory platform to facilitate a partnership between Aboriginal people and Cricket Victoria aimed at enhancing the involvement of First Nations people at all levels in Australia's favourite sport.

### 4. ROLE

4.1 The role of VIC ACAC is to:

- 4.1.1 Provide leadership and advice to Cricket Victoria to inform strategic decision making in line with National Strategic plans including the National Indigenous Cricket Strategy & Australian cricket's Reconciliation Action Plan.

- 4.1.2 View and provide feedback on progress against strategic plans and initiatives.
- 4.1.3 Provide cultural guidance to Victoria Cricket especially within the reconciliation agenda.

### 5. MEMBERSHIP

#### 5.1 Co-Chairs

- 5.1.1 One appointed representative from the Cricket Victoria Board and/or nominee.
- 5.1.2 One Cricket Victoria appointed Co-Chair appointed in accordance with the "Selection Process and Criteria" outlined for these appointments.

#### 5.2 Deputy Chair

- 5.2.1 Appointed representative via nomination from the Aboriginal members.
- 5.2.2 Will act as Co-Chair in the event that either of the Co-Chairs is absent.

#### 5.3 Ex-Officio

- 5.3.1 Will be held by a Cricket Victoria Staff Member.

#### 5.4 Representation

- 5.4.1 Four Aboriginal members (including the Deputy Chair) as representatives of their States.
- 5.4.2 Two non-Indigenous Independent Members.
- 5.4.3 One Cricket Victoria Senior Management Staff.

<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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## 5.5 Appointments

- 5.5.1 One of the Co-Chairs will be nominated and appointed by the Cricket Victoria Board.
- 5.5.2 The other Co-Chair will be appointed by the Cricket Victoria Board in accordance with the “Selections Process and Criteria” outlined for these appointments.
- 5.5.3 The Aboriginal Co Chair will be appointed to the National Aboriginal and Torres Strait Islander Cricket Advisory Committee.
- 5.5.4 Independent Members will be appointed by the Cricket Victoria Board based on skill, gender and geography.

## 5.6 Terms

- 5.6.1 Co-Chairs will be appointed on alternative years for the duration of 3 year term, and they could be reappointed for a maximum of a further term of 3 years.
- 5.6.2 The Deputy Chair will be appointed by VIC ACAC for one term in accordance with the duration of their term.
- 5.6.3 Members will be appointed for terms of 3 years, and they could be reappointed for further term of 3 years by Cricket Victoria.
- 5.6.4 Independent Members will be appointed for a 3 year term, and they could be reappointed for a maximum of a further term of 3 years.

## 5.7 Obligations and responsibilities

- 5.7.1 Advisory Committee members must adhere to the “Member Standards Charter” for VIC ACAC.

## 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.

## 6. MEETING PROCEDURE AND PROTOCOL

### 6.1 Welcome/Acknowledgement of Country

- 6.1.1 All meetings will commence with a Welcome or an Acknowledgement of Country.

### 6.2 Frequency of meetings

- 6.2.1 Four meetings will be held annually 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 Co-Chairs will distribute to VIC ACAC members.

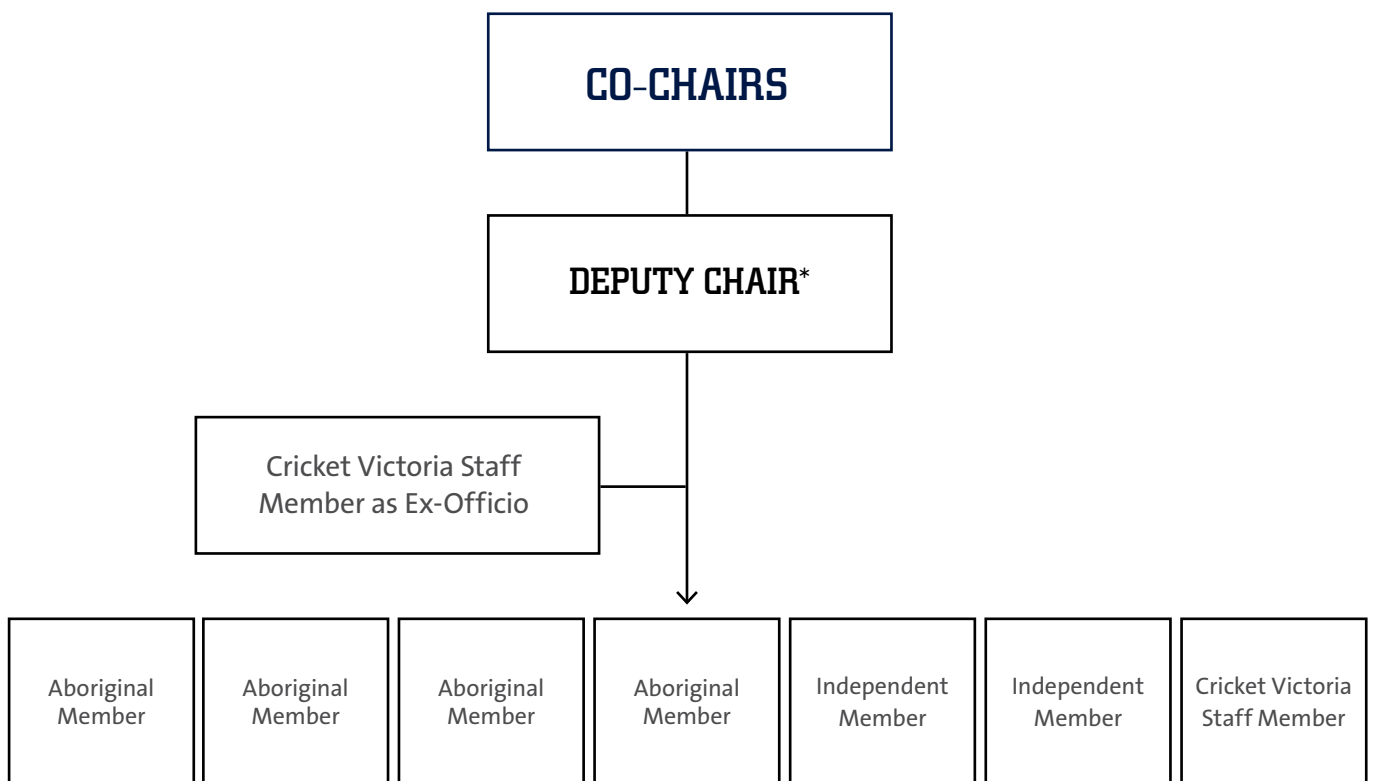
### 6.4 Meeting Recommendations and Actions

- 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

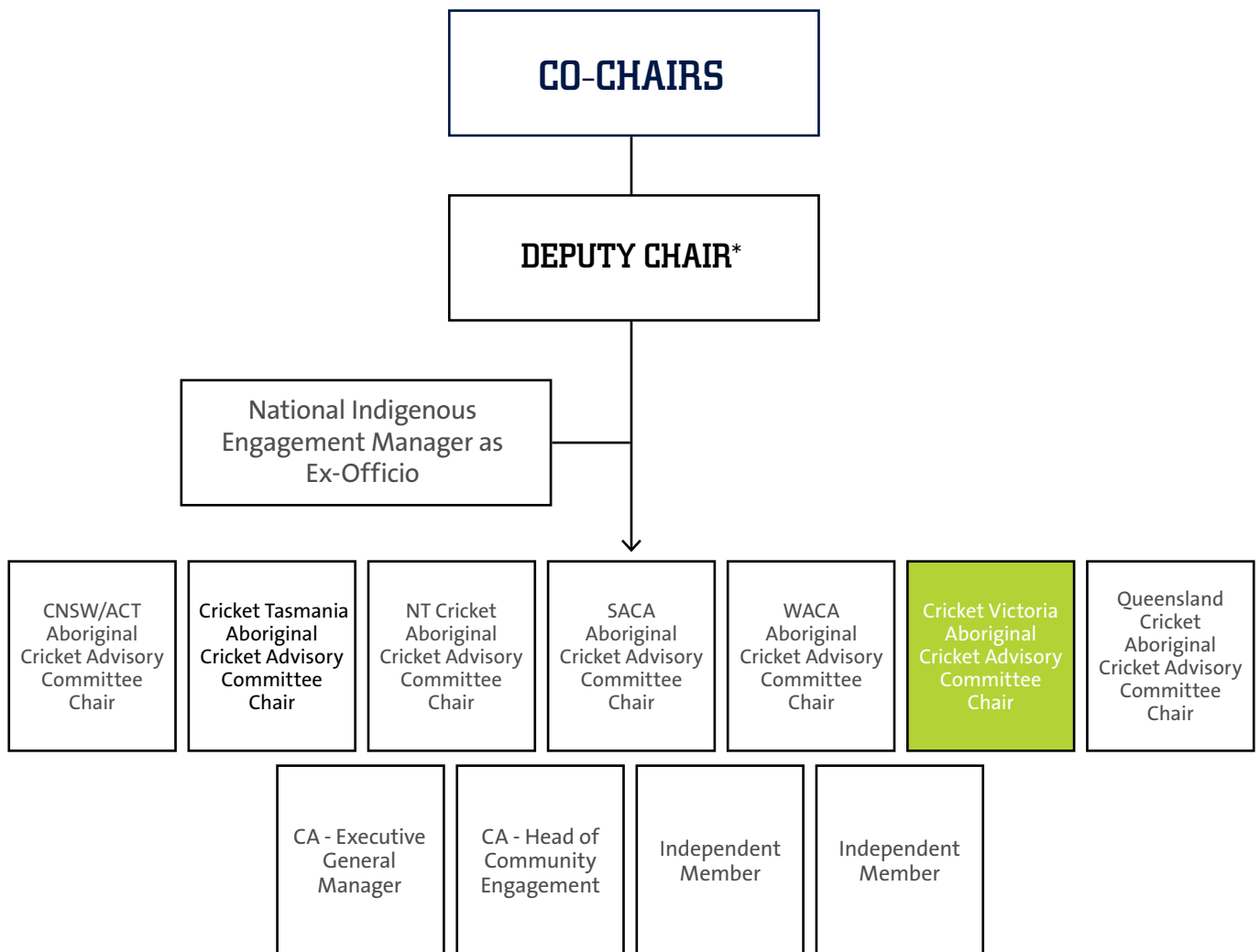
### 7.1 Cricket Victoria Structure



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

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## 7.2 National Structure

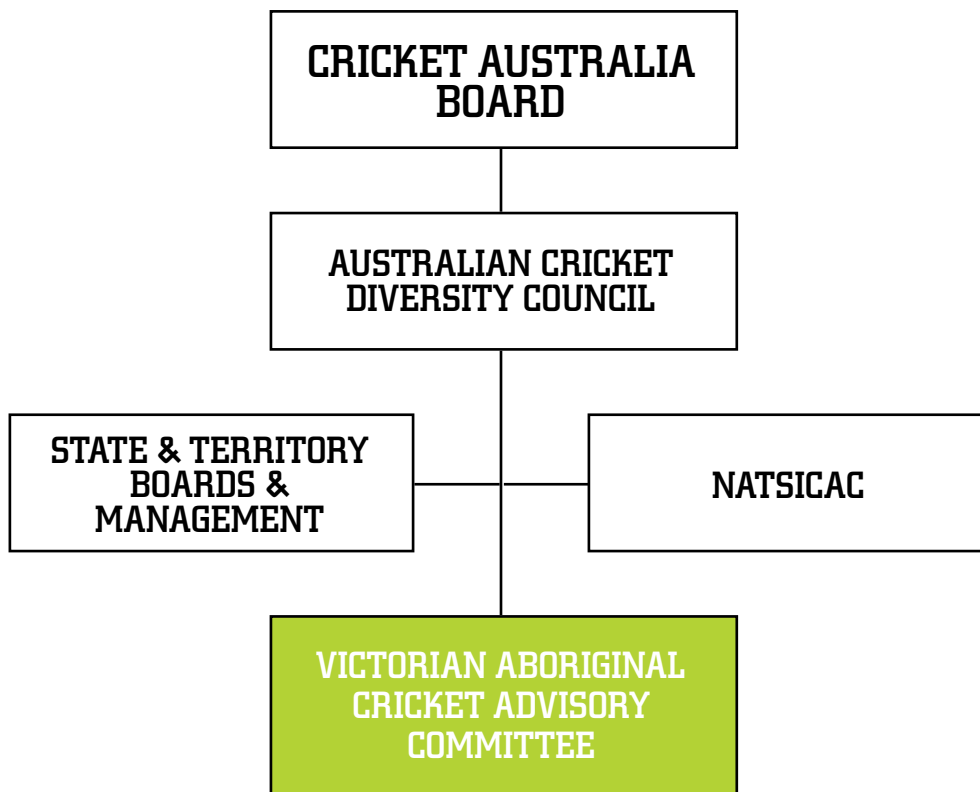


\* The Deputy Chair will be appointed from one of the Aboriginal and Torres Strait Islander State and Territory members.



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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 Australian Cricket inclusive of Aboriginal all times;
- 8.1.2 Take individual responsibility to actively contribute to all aspects of the committee's role according to the terms of reference;
- 8.1.3 Make decisions fairly, impartially and promptly, considering all available information, and Australian Cricket 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 the committee's direction and oversight.

### 8.2 Communication and official information - members will:

- 8.2.1 Channel all communication between the committee on business matters to the nominated Cricket Victoria Staff Member;
- 8.2.2 Not disclose official information or documents acquired through membership of the advisory committee, other than as required by law or where agreed by decision of the committee;
- 8.2.3 Not make any unauthorised public statements regarding the business of Australian Cricket;
- 8.2.4 Support, adhere to and not contradict the formal decisions of the Committee 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;
- 8.3.4 Manage and declare any conflict between their personal and public duty; 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 the Aboriginal Cricket Advisory Committee is that the proposed appointment will meet the selection criteria outlined below.

**Advisory Committee Members must meet the following criteria:**

1. Demonstrate diverse cultural geographies, networks and understanding of community affairs.
2. An interest and understanding of cricket and programs relating to Aboriginal and Torres Strait Islander peoples and communities.
3. Professional experience and involvement in Boards, advisory committees and/or other similar structures be it in a sporting, business, artistic, health, educational or other context.

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 and Torres Strait Islander 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 non-Indigenous Committee Members will be appointed based on the following:**

1. No formal association to a State and or Territory Cricket Association.
2. Provide independent judgment in carrying out the responsibilities of a Committee Member.
3. Committed to advancing Indigenous cricket strategies.
4. Demonstrated leadership and involvement in the community.

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## 9.2. Selection Process

Outlined below is the selection process for the Victoria Aboriginal Cricket Advisory Committee members.

Cricket Victoria declares 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 their curriculum vitae and provide contact details for two referees.

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

- i) An Aboriginal and/or Torres Strait islander respected person who is not an applicant and/or an existing VIC ACAC member
- ii) Board and/or Senior Management Representative
- iii) Staff Member 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 advisory committee members for Board review and endorsement.

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