



1. STATEMENT OF ACKNOWLEDGEMENT

- 1.1 Tennis NSW pays respect to the Aboriginal and Torres Strait Islander People who are part of the world's longest living culture. We acknowledge their contribution and deep spiritual connection to this land we all call home – Australia. We also acknowledge the impactful contribution that Aboriginal and Torres Strait Islander people have made and continue to make to the game of Tennis.

2. MISSION

- 2.1. The Tennis NSW First Nations Advisory Group (**Group**) is an advisory group for and to the Tennis NSW Management that is established to work alongside the Tennis NSW Head of Inclusion, Diversity and Programming to offer advice and support on matters relating to Aboriginal and Torres Strait Islander involvement within Tennis, and to develop and implement appropriate initiatives in this respect, including but not limited to those relating to the Tennis NSW Reconciliation Action Plan (**RAP**).
- 2.2. The primary function for the Group is to provide expertise and advice to Tennis NSW on matters relating to Aboriginal and Torres Strait Islander involvement within Tennis. The emphasis of the Group should be on community engagement and initiatives.
- 2.3. The Group will bring a breadth and depth of knowledge, relationships and information to support Tennis NSW Management in the following ways where appropriate and relevant:
 - 2.3.1. by making recommendations to Tennis NSW on matters relating to Aboriginal and Torres Strait Islander involvement within Tennis as required;
 - 2.3.2. by creating a clear line of communication between Tennis NSW Management, Aboriginal and Torres Strait Islander communities and other key stakeholders;
 - 2.3.3. by advising on and creating a strategic and community centric approach to the delivery of Aboriginal and Torres Strait Islander initiatives and programs;
 - 2.3.4. by upholding the values set out in the RAP to create and maintain an environment of inclusivity and understanding within Tennis NSW and the broader Tennis community within NSW;
 - 2.3.5. by providing advice on how best to engage with relevant communities and other stakeholders;
 - 2.3.6. by contributing to the development of new initiatives and programs for Tennis NSW;
 - 2.3.7. by providing guidance on appropriate potential partnerships for Tennis NSW;
 - 2.3.8. by advising on Tennis pathways and programs designed to drive social outcomes;
 - 2.3.9. by providing insights into current and emerging goals of Aboriginal and Torres Strait Islander communities across Australia;
 - 2.3.10 by fostering relationships that build two-way knowledge and meet the aspirations and commitments of the organisation;
 - 2.3.11 by providing advice on best practice in creating a culturally connected and safe space for Aboriginal and Torres Strait Islander People to work at Tennis NSW; and
 - 2.3.12 by providing advice on the development of cultural capability at Tennis NSW.

3. POWERS AND AUTHORITY

- 3.1. The rights, powers and responsibilities of the Group are set out entirely within these terms of reference. The Group is an advisory body only and is not a Committee or sub-Committee of, or in any way affiliated with, the Tennis NSW Board and does not have any decision-making power in its own right.

4. DUTIES AND OBJECTIVES

- 4.1. The primary function of the Group is to provide support for Tennis NSW Management by furthering the objectives detailed in the Mission at clause 2.3 above.
- 4.2. The Group is an advisory body only and its recommendations are in no way binding on Tennis NSW Management or the Tennis NSW Board.

5. MEMBERSHIP

- 5.1. At all times the Group shall have no less than 6 and no more than 8 members made up of the following representatives:

- a) Tennis NSW Head of Inclusion, Diversity and Programming;
- b) Tennis NSW Inclusion Manager(s) and/or a Tennis NSW staff member and/or Board member;
- c) Independent Group members, who shall not be Tennis NSW staff members and/or Tennis NSW Board members, who shall be appointed in accordance with the procedures set out in clause 5.3 below; and
- d) Any other person as considered appropriate by the Co-Chairs from time to time.

- 5.2. The Group will be led by Co-Chairs, being the following persons:

- a) Tennis NSW Head of Inclusion, Diversity and Programming; and
- b) One Aboriginal and Torres Strait Islander identifying representative from the group of Independent Group members referenced in clause 5.1(c) above and who shall be appointed by majority vote of the Group for a period of one (1) year.

- 5.3. The following procedure shall be utilised in the initial appointment of Group members under clause 5.1(c) above:

- a) Tennis NSW shall create and distribute an expression of interest (**EOI**) form and will publicly call for expressions of interest to join the Group;
- b) The EOI shall remain open for the time period and on the terms determined by Tennis NSW ;
- c) Upon closure of the EOI period, the Tennis NSW Reconciliation Plan Working Group (**RAP WG**) shall assess each candidate for appointment to the Group against the Selection Criteria which shall be determined by Tennis NSW in their absolute discretion; and
- d) The RAP WG shall, by majority vote, determine the candidates to fill any vacancies on the Group at their absolute discretion.

- 5.4. Without limiting the discretion of the Co-Chairs under clause 5.3(c), the Co-Chair should ensure that the makeup of the Group has an appropriate mix of the following **non-exhaustive** characteristics (together the **Selection Criteria**);

- Being an accepted and respected member within the Aboriginal and Torres Strait Islander community;
- Gender;
- Understanding of and/or lived experience with other diverse segments identified in the Tennis NSW Inclusion and Diversity Plan 2021 – 2025 as amended from time to time;
- A diverse age composition for the Group;
- Strong leadership capability;

- Ability to work collaboratively;
- Excellent communication skills;
- Authentic interest in advancing Tennis with regards to engagement with Aboriginal and Torres Strait Islander communities;
- Diverse cultural geographies, networks and understanding of community affairs;
- Interest, understanding and/or previous involvement in Tennis programs relating to Aboriginal and Torres Strait Islander peoples and communities;
- Grassroots and community engagement (metro, remote and regional);
- Background in academia;
- Media and communications;
- Government relations at either the Federal and/or State/Territory levels;
- Business;
- Education, health, youth services and justice;
- Coaching; and
- Professional **or** playing experience.

5.5. A person appointed to the Group under clause 5.1(c) and 5.2 shall be appointed for a period of one (1) year but shall be eligible for reappointment in consultation with the Tennis NSW RAP WG.

5.6. The Co-Chairs must ensure that at all times there is a majority of Aboriginal and Torres Strait Islander identifying representatives on the Group.

5.7. Any person appointed to the Group under clauses 5.1(c) or 5.1(d) may be removed from the Group by the Co-Chairs at their absolute discretion and without the need to provide reasons for that decision. In the case of a Co-Chair, the final decision rests with the Tennis NSW Head of Inclusion, Diversity and Programming.

5.8. The Co-Chairs may, from time to time and at their absolute discretion, invite any person to attend a meeting of the Group and provide input in respect of any matter to be considered by the Group. A person invited to a meeting in accordance with this clause 5.8 shall not be considered a member of the Group and will not be entitled to attend future meetings of the Group unless they are invited to do so by the Co-Chairs.

5.9. In the event that the number of Group members drops below the minimum number specified in clause 5.1, the Group may continue to meet and to act, but the Group should prioritise increasing their number to meet the minimum number specified in clause 5.1.

5.10 Membership of the Group is voluntary and shall not be remunerated.

6. STANDARDS CHARTER

Personal Values – members will:

6.1 Act ethically, with honesty and cultural integrity, in the best interests of tennis in NSW inclusive of Aboriginal and Torres Strait Islander tennis at all times;

6.2 Take individual responsibility to actively contribute to all aspects of the Group's role according to this terms of reference;

6.3 Make recommendations fairly, impartially and promptly; and

6.4 Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their culture, interests, rights, safety and welfare.

Communication and official information – members will:

6.5 Channel all communications on business matters through the Co-Chairs; and

6.6 Not disclose information or documents acquired through membership of the Group, other than as required by law or where agreed by decision of the Group.

Not make any unauthorised public statements regarding the business of Tennis NSW or the Group – members will:

- 6.7 Support, adhere to and not contradict the formal recommendations of the Group; and
- 6.8 Respect the confidentiality and privacy of all information as it pertains to individuals.

Conflicts of interest – members will:

- 6.9 Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;
- 6.10 Ensure that personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;
- 6.11 Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of Tennis NSW;
- 6.12 Manage and declare any conflict between their personal and Group duties; and
- 6.13 When conflicts of interest do arise, ensure they are managed in the public interest.

7. GROUP ADMINISTRATION

Meetings

- 7.1. Meetings will be held usually quarterly on dates determined by the Co-Chairs, or more frequently if required or desirable.
- 7.2. Meetings may be held electronically by any form of technology that enables the proper operation of the meeting.
- 7.3. All meetings will commence with a Welcome to Country or an Acknowledgement of Country.

Reporting

- 7.4. The Co-Chairs or their nominee will be responsible for taking the minutes of the Group meetings.
- 7.5. Minutes of the Group meetings must be circulated to all Members as soon as practicable after the meeting.
- 7.6. As required, the Co-Chairs will provide the Tennis NSW RAP WG with a report addressing the Group's progress against its duties and objectives as set out in these terms of reference.
- 7.7. The Group will review its performance and these terms of reference at least annually.

Reviewed and approved by Group: 16.06.2023

Next review: June 2023