



Introduction

This document sets out the roles and responsibilities of the Controlled Sports Advisory Committee (Committee). It provides guidance on the Committee's purpose, composition, tenure and eligibility and reporting obligations.

Section 86 of the Controlled Sports Act 2019 allows the Minister to establish the Committee and appoint members of the Committee from time to time. The Terms of Reference is the document evidencing the Minister's establishment of the Committee.

Division 19.3.1 of the Legislation Act 2001 (Appointments – General) applies to the appointment of Committee members. Accordingly, the Minister is required to comply with the requirements and rules set out in Division 19.3.1 of the Legislation Act when appointing Committee members.

Division 19.3.3 (Assembly Consultation) of the Legislation Act does not apply to the appointment of Committee members and therefore consultation with the Legislative Assembly Standing Committee is not required for appointments to the Committee.

The Committee is formed under the [Governance Principles – Appointments Boards and Committees \(March 2017\)](#).

Role of the Controlled Sports Advisory Committee

The Committee has been established to provide advice to the Minister specifically on matters relating to the *Controlled Sports Act 2019* and participation in controlled sports events within the ACT.

Responsibilities of the Controlled Sports Advisory Committee

The functions of the Committee are to:

- Advise on the rules of various combat sports;
- Provide advice on the coverage of the Act for particular combat sports;
- Provide advice on expanding coverage of the Act to add additional high risk sports or activities;
- Provide advice on considerations relating to light contact combat sports identified for potential exemption;
- Provide advice on protective clothing, equipment used, and measures for combat sports disciplines;
- Identify and discuss key risks in new and emerging combat sports disciplines;
- Provide advice on areas of safety that can be improved;
- Provide advice relating to complex matters, including but not limited to contestant and official registrations, event applications and applications to become an Authorised



Controlled Sports Body. This may also include considerations regarding the potential for suspensions and cancellations.

- Provide advice regarding any applications for exemption made to the or appeals made regarding controlled sports registrations; and
- Provide advice upon any other matter identified by the Minister.

Membership

Specialist Representatives	
ACT Policing	Police expertise for specific and relevant matters only.
Medical Professional	Medical expertise for specific and relevant matters only.
Industry Representatives	
Combat Sports Industry representatives x 2	Sport specific expertise and industry knowledge.
ACT Government Representatives	
Controlled Sports Registrar – as appointed by the Minister – Position number E218.	Operational responsibility and regulatory context provision and expertise.
Sport and Recreation, Chief Minister, Treasury and Economic Development Directorate, Representative - Position number E614 (Chair).	Policy expertise and responsibility for controlled sports.

Chair

The Chair of the Committee is the ACT Government, Sports and Recreation member. The Deputy Chair is the Registrar, who will fulfil those responsibilities if the Chair is absent or unavailable.

Operation of the Committee

The Committee may conduct business as it determines, including electronically. Meetings are to be held every 6 months or more frequently as might be required.

The Chair of the Committee or their representative will coordinate Committee business and keep minutes of all meetings and records of out of session business. The meetings are to discuss and review matters associated with the functions of the Committee, unless otherwise specified by the Chair.



A Committee meeting may only proceed if:

- There are at least three committee members present; and
- The Chair (or the Deputy Chair) is present.

The Committee is a consensus advisory body.

On matters where the Committee cannot find consensus, individual members or a collective group of members may elect to have the Chair provide advice to the Minister that notes the reasons why they disagree with the advice provided.

If the views of the Committee on a question are equally divided, the Chair will make the final decision on the form of advice to be provided to the Minister. The minutes must however reflect this discussion and the position of individual members.

The Committee will report to the Minister on an annual basis by 30 October of that year, on any matter referred to it by the Minister.

Annual reports will include a summary of matters and advice provided throughout the year.

Requests for Advice

The Committee may receive a request from the Minister for advice on a particular matter. Members may also propose items for the agenda to provide advice on a matter that falls within the scope of the Act.

Specialist members may be provided with individual requests where the advice sought relates to their area of specialist expertise only. All other matters must be considered by the whole Committee.

Appointment of Committee members

Members are appointed by the Minister for a period of up to a maximum of 36 months (three years). Specific tenure is defined by the position description for each member.

Members of a specific profession required to be a part of the Committee (Police, medical officers, ACT Government representatives) will be appointed by the Minister. Industry representatives are required to nominate in response to selection criteria and will be assessed by a selection committee for appointment by the Minister.

Review of Committee membership

The composition of the Committee will be reviewed every 36 months (three years).

Nomination processes will follow the procedures for appointment. Members are eligible for re-appointment for additional terms.



Code of Conduct

The ACT Government [Code of Conduct](#) outlines the standards of behaviour and ethical conduct expected of all people serving official appointments. In addition, all committee members are required to:

- Conduct due diligence and good faith considerations;
- Commit to acting in the best interests of the sector as a whole;
- Regularly attend meetings and converse on CSAC matters at other times as required;
- Participate in discussions;
- Read and understand papers;
- Raise concerns (when applicable); and
- Treat access to information and advice with the strictest confidentiality.

Any committee members found to be in breach of the code of conduct will be referred to the Chair for a review of the matter.

Conflict of Interest Matters

Conflicts of interest must be declared and managed in accordance with the Chief Minister, Treasury and Economic Development Directorate's '[Conflict of Interest Policy and Guidelines](#)'.

To avoid doubt, no committee member is to act in a way that unfairly favours any controlled sports or associations in any way including registered officials and contestants, registrable and non-registrable events, Authorised Controlled Sports Bodies, and light contact-controlled sports. All committee members must take all reasonable steps to avoid any actual or perceived conflict of interest in providing any advice on the rules of controlled sports, events, safety, risk management, sporting disciplines or any applications, exemptions or appeals made.

Reimbursement of reasonable expenses

Membership of the advisory committee is non-remunerated, however representatives may apply to the Chair for reimbursement of expenses reasonably incurred for the purpose of attending a committee meeting.

Confidentiality

Committee members must not disclose any Committee content discussed verbally, in written form or through electronic means outside of the Committee membership unless otherwise authorised by the Chair.

[Confidentiality is treated in accordance with the Governance Principles – Appointments Boards and Committees \(March 2017\)](#) and ACT Government [Code of Conduct](#).