



GOVERNMENT OF WESTERN AUSTRALIA

## COMBAT SPORTS COMMISSION

### Information for Applicants

#### **About the Commission**

The Combat Sports Commission (the Commission) reports to the Hon Mick Murray, Minister for Sport and Recreation. The Commission is established by section 4 of the *Combat Sports Act 1987* (the Act) and is a non-SES organisation. Non-SES organisations are entities established for public purposes and are part of the public sector as defined in the *Public Sector Management Act 1994* (PSM Act) and are subject to the PSM Act

The Commission is an independent statutory body responsible for ensuring the health and safety of all combat sports contestants in Western Australia. It assists the Minister in administering the Act through overseeing all contests and providing guidance and leadership to members of the industry from contestants through to promoters and trainers.

#### **Aim**

To ensure the safety, integrity and organisation of combat sports contests in Western Australia.

#### **Mission statement**

The Commission is committed to safeguarding the health, safety and integrity of participants in combat sport through industry leadership and advice, and the enforcement of combat sport legislation and rules.

#### **The functions of the Commission**

The functions of the Commission are set out in section 10 of the Act:

- (1) (a) to carry out the functions conferred on the Commission under this or any other Act;  
(b) to formulate or recommend standards, specifications, codes of conduct or other forms of guidance for the purpose of maintaining proper standards in combat sports;  
(c) to advise the Minister on combat sports and any matter that is connected with or incidental to combat sports;  
(d) to devise and approve standards or guidelines for the preparation or training of persons participating in or proposing to participate in contests.
- (2) The Commission may adopt standards, specifications, codes of conduct or guidelines of any other authority or body engaged in or controlling a combat sport or any other matters connected with or incidental to a combat sport.

#### **The Department of Local Government, Sport and Cultural Industries**

Hosted in the offices of the Department of Local Government, Sport and Cultural Industries (the Department), the Commission is supported by the Department with executive services, administration & financial management, communications & advocacy and learning & development services.

## **Commission Members**

Commission Members are appointed by the Minister for Sport and Recreation for one to three year terms and each member, is selected for their specific industry knowledge and expertise.

The Commission consists of the following members:

1. one person shall be a person appointed to be chairperson of the Commission;
2. one person shall be a police officer nominated in writing by the Commissioner of Police;
3. one person shall be a medical practitioner who in the opinion of the Minister has knowledge of injuries suffered by contestants;
4. one person shall be a person who in the opinion of the Minister has knowledge of the boxing industry;
5. one person shall be a person who in the opinion of the Minister has knowledge of the industry relating to combat sports other than boxing;
6. one person shall be a person who in the opinion of the Minister represents persons who are or have been registered as contestants in a class relevant to boxing;
7. one person shall be a person who in the opinion of the Minister represents persons who are or have been registered as contestants in a class other than a class relevant to boxing;
8. (one person shall be a person who in the opinion of the Minister has knowledge of the industry relating to combat sports known as mixed martial arts;
9. one person shall be the chief executive officer of the Department or an officer of the Department nominated by the chief executive officer.

## **Commission Member Duties**

The Commission is responsible for enforcing the Act and the Regulations, overseeing combat sports contests in Western Australia, providing guidance and information to all participants, developing industry guidelines and standards, as well as advising the Minister on matters relating to combat sport.

Commission Members will be appointed for a term between one to three years. The Commission meets once per month or as required by the Chair. Meetings are held at The Department offices, 246 Vincent Street Leederville. Meetings commence at 7:00am and normally run for a duration of 2 hours. The Commission has established a number of board committees to assist it and Commissioners are expected to be a member of one of these committees. Additional time is required as part of the approval process for contest permits. It is also a regular requirement that, Commission Members will attend combat sports contests and weigh-ins.

Remuneration is provided for all meetings, weigh-ins and contests and includes 9.5% superannuation. Commission Members must not accept any fee, reward, gratuity, gift or remuneration of any kind other than the aforementioned sitting fees or allowances which are officially applicable to the Commission.

## **Commission Members are obligated to:**

### Understand the Commission's role and public duties

- Gain a clear understanding of the role and responsibilities of the Commission as well as the statutory and regulatory framework it operates in; and

- Develop an understanding of the political and social environment in which the Commission operates.

#### Be active

- Participate in Commission decision making including the approval of contest permits
- Attend combat sports weigh ins and contests when required
- Prepare for and attend Commission meetings
- Participate in Commission working groups and committees as required.

#### Act with integrity and professionalism

- Adhere to the Commission's Code of Conduct and behave in a professional manner
- Maintain confidentiality
- Adhere to the Gifts, benefits and Hospitality policy
- Treat fellow Commissioners, staff, contestants and industry participants with professionalism, courtesy and respect
- Do not improperly influence other Commissioners.

#### Consult

- Consult with stakeholders where appropriate
- Stay informed on industry developments that may affect the Commission.

### **Skills, knowledge and experience requirements**

The Commission recognises that a high functioning board relies on a diverse range of skills and knowledge. Common to all public sector boards is the need for all members to have a range of generic skills, qualities and experience. To enable effective decision-making of the Commission there are a range of specific skills, knowledge and experience necessary to role of the Commission.

It is important to understand that it is not necessary for all Commissioners to have all the specific skills. It is important the collective board possess these.

<b>Generic skills for all public sector board members</b>	
Understanding of the public sector environment	Demonstrates an understanding of the public sector environment and how this relates to the Board
Integrity and ethical behaviour	Demonstrates a high sense of integrity and ethical behaviour
Strategic thinking	Has the ability to: <ul style="list-style-type: none"> <li>• anticipate trends and considers the risks associated with strategic decisions.</li> <li>• Analyse situations in a broader public sector perspective</li> <li>• has good sense for planning and anticipating the long term impacts.</li> </ul>
Sound judgement	<ul style="list-style-type: none"> <li>• Knows how to put things in perspective and sets priorities after assessing the facts objectively.</li> <li>• Remains objective in analysing complex and</li> </ul>

	<p>ambiguous situations.</p> <ul style="list-style-type: none"> <li>Adopts a constructive approach &amp; ensures a good balance of the different views.</li> </ul>
Commitment and sense of responsibility	<ul style="list-style-type: none"> <li>Shows availability and diligence.</li> <li>Prepares rigorously for each meeting.</li> <li>Always seeks to consider the role of the organisation and broader public interest in any matter.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Able to share their views with clarity.</li> <li>Is respectful of other's opinions.</li> <li>Understands the organisation's culture.</li> <li>Demonstrates the spirit of support and cooperation</li> </ul>
Team intelligence	<ul style="list-style-type: none"> <li>Ability to listen, analyse, think clearly and work well with others</li> <li>Seeks to establish trusting relationships.</li> </ul>

<b>Specific skills, knowledge &amp; experience</b>	
Knowledge of and interest in Commission's role	<p>Demonstrates:</p> <ul style="list-style-type: none"> <li>a clear understanding of legislative roles and responsibilities of the Commission</li> <li>an ability to act in the best interests of the Commission at all times</li> <li>an interest in pursuing a safer environment for contestants</li> </ul>
Industry knowledge	Demonstrates strong knowledge of and experience in the combat sports industry
Governance	Demonstrates a high level of understanding and experience with governance matters and understanding of legislative obligations and interpretation of Acts.
Finance/accounting	<p>Demonstrates the ability to:</p> <ul style="list-style-type: none"> <li>Read and understand public sector financial statements.</li> <li>Analyse monthly statements and ask probing questions where necessary.</li> </ul>
Policy	Demonstrates a high level of understanding regarding setting and monitoring industry standards and guidelines in a regulatory environment at a board level
Risk	Demonstrates a strong understanding of developing and monitoring a risk framework at a board level
Health & safety	Demonstrates a strong understanding of health and safety and has experience with establishing and monitoring these policies and stands at a board level.
Legal	Demonstrates a strong understanding and has experience with legal matters
Strategic planning	Demonstrates ability to develop and monitor strategic plans
Human resources	Has experience in human resource matters including conflict resolution
Advocacy	Demonstrates the ability to network and influence

	leaders.
Systems & processes	Demonstrates an understanding of the development and implementation of organisational systems and processes
Marketing	Demonstrates an understanding of how to use marketing, the media and social media effectively for the organisation

### **Lodging your application**

Late applications will not be accepted unless you can provide conclusive evidence of mishandling either within the Department or by Australia Post. This includes applications lodged by e-mail or via the internet.

It is the applicant's responsibility to ensure the full application is received by Human Resources before the closing time and date. Please ensure you have plenty of time to submit your application to allow for unanticipated problems.

If there is any doubt about your application being received on time, please contact Human Resources on (08) 6552 1590 to confirm receipt.

### **Applications are to be lodged as follows:**

1. Online (Preferred): Click on the 'Apply for Job' tab on the jobs board advert. Please note the maximum file size for each attachment is 2MB. It is also recommended that attachments be in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF. Please do not attach ZIP or password protected files.

If you need assistance applying for the position online, you can contact WA Government RAMS Help Desk at 1300 733 056.

### **By post: "Confidential Advertised Vacancy"**

Human Resources, Recruitment Officer  
 Department for Local Government, Sport and Cultural Industries  
 GPO Box 8349  
 PERTH WA 6849

**Via Email:** [hr.enquiries@dlgsc.wa.gov.au](mailto:hr.enquiries@dlgsc.wa.gov.au)

### **After you have lodged your application**

After the closing date for applications, the shortlisting and selection process begins. Although many applications may be received, every effort is made to ensure that the following process occurs as quickly as possible.

### **Applications are assessed**

Members of the selection panel will assess each application and agree on a "shortlist" of the most competitive applicants. The panel may use other tools to help them finalise this list e.g. referee checks.

### **Further assessment of shortlisted applicants**

The selection panel may then use a variety of methods to gather further information about the shortlisted applicants' suitability for the position. This may be a formal structured interview with the selection panel.

### **Recommendation to the Minister**

Once the process is concluded, recommended applicants are submitted to the Minister for consideration and endorsement from the Cabinet. All applicants will be notified of the outcomes at the end of the process.

#### **For more information on the application**

#### **pack please contact:**

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Sports Commission

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