



Terms of Reference and Composition of the Community Clubs Ministerial Advisory Council

Terms of Reference

Role

The Community Clubs* Ministerial Advisory Council (CCMAC) is a non-statutory body, established to perform an advisory role for the ACT Government, with the purpose of building a long-term, sustainable club sector in the ACT.

The CCMAC comprises nominated representatives of stakeholder groups with a material interest in issues affecting Canberra's licensed clubs industry, including its workers, members and guests, as well as the broader Canberra community.

The CCMAC provides a formal link between key stakeholder groups, the Minister for Gaming and the ACT Government and is a primary communication channel during the implementation of relevant commitments made in the Parliamentary and Governing Agreement for the 10th Legislative Assembly ("the Parliamentary Agreement").

*Note: A 'community club' in this context means ACT clubs and club groups that currently operate, or have previously operated, gaming machines under a Class C gaming machine licence.

Functions

1. Provide information and advice to Government on any matters relating to the implementation of relevant Parliamentary Agreement commitments.
2. Provide a forum for clubs sector stakeholder groups to communicate directly with the Minister for Gaming (or the Minister's representatives) and the ACT Government.
3. Consider how the clubs sector can continue to play a sustainable, vibrant and responsive role in the ACT community.
4. Promote cooperation, collaboration and information sharing across stakeholder groups and individuals who are impacted by and/or have an interest in the clubs sector.
5. Perform any other functions as directed by the Minister for Gaming.

Membership structure and composition

The initial membership of CCMAC is as follows:

- Chair – Minister for Gaming, Shane Rattenbury MLA
- Deputy Chair – Minister for Business and Better Regulation, Tara Cheyne MLA
- Senior executive from the Justice and Community Safety Directorate
- Senior executive or Board member representing the ACT Gambling and Racing Commission
- Chief Executive Officer or Board member representing Canberra Community Clubs
- Chief Executive Officer or Board member representing ClubsACT
- Secretary or nominated representative from the United Workers Union

Ministerial appointments

The following members will be appointed by the Minister for Gaming on the basis of qualifications or experience relevant to the CCMAC's functions, and following a nomination process:

- One representative of young people
- Three representatives of clubs, or club members
- Three representatives of gambling harm reduction organisations or experts.

In the case of absence, members may nominate a proxy to attend a meeting by notifying the Secretariat in writing in advance of the meeting.

Representatives from other stakeholder organisations may also be appointed by the Minister for Gaming or be invited to attend CCMAC meetings.

CCMAC Working Groups may be formed to progress discussions on particular issues. These Groups may include individuals or groups who have particular expertise but are not represented on CCMAC.

Appointments

Ministerial appointments will be for not longer than a three-year term. The CCMAC will seek to maintain a 50 percent representation of women on the Council. Positions on the Council will not be remunerated, unless a need for remuneration or reimbursement of out-of-pocket expenses is demonstrated for a Council member attending in a non-professional (unpaid) capacity.

Appointments will not be made or re-made for more than two full terms (or a maximum of six years) unless there is a compelling justification to do so.

A member may resign from CCMAC by giving the Minister written notice. The Minister for Gaming may remove or replace a CCMAC member by giving written notice.

Secretariat support

The Justice and Community Safety Directorate (JACS) is responsible for providing secretariat support and coordinating other administrative support as required. The Secretariat's usual responsibilities include (but are not limited to):

1. arranging meeting venues and developing meeting agendas;
2. distributing the meeting agenda and any relevant information in advance of meetings;
3. drafting action items arising from meetings and circulating them to the Chair and members;
4. monitoring action items arising from CCMAC business and assisting in their implementation, including following up on commitments made by members.

At the Chair's discretion, the Secretariat may circulate matters for consideration out of session by email. Members will comply with any requested timeframes for response to out-of-session matters.

Members must ensure that the Secretariat is informed of any changes to contact details, including email addresses.

Meetings

The CCMAC meetings will be scheduled by the Chair. It is anticipated that at this stage meetings will be on a monthly basis.

Meetings will generally be held in person, subject to COVID-19 social distancing requirements. Where necessary, arrangements may be made for meetings to be conducted virtually.

Agenda

Members can propose an agenda item for discussion at a future meeting by raising the item at a CCMAC meeting, or by proposing an agenda item to the Chair.

The Secretariat will circulate the meeting agenda in advance of each meeting.

Quorum

Business may be carried on at a meeting of the CCMAC only if at least fifty (50) percent of members are present including the Chair or the Deputy or Alternative Chair.

Monitoring and review

The CCMAC will monitor and evaluate its performance on an annual basis in order to determine the extent to which it is working in line with its stated purpose and functions. The degree to which each member is contributing to the Council will also be monitored by the Chair.

Confidentiality

All CCMAC papers, minutes and any other information or documents provided to the CCMAC are confidential and not for public distribution. The Chair may however choose to publicly release certain documents after consulting with members.

Amendment

The Chair can amend these CCMAC Terms of Reference after consulting with members.

Version 1 – March 2021

Composition of the Community Clubs Ministerial Advisory Council

Member	Role	No.
Minister for Gaming, Mr Shane Rattenbury MLA	Chair	1
Minister for Business and Better Regulation, Ms Tara Cheyne MLA	Deputy Chair	1
Senior Executive, Justice and Community Safety Directorate (JACS)	To advise on policy considerations from the perspective of the Directorate.	1
Representative, ACT Gambling and Racing Commission	Senior Executive, Access Canberra or member of the ACT Gambling and Racing Commission Governing Board to bring practical expertise regarding the application of gaming laws in the ACT and advise on the workability of reform proposals.	1
Chief Executive Officer or Board member, ClubsACT	To represent the views of the constituent clubs of ClubsACT.	1
Chief Executive Officer or Board member, Canberra Community Clubs	To represent the views of the constituent clubs of Canberra Community Clubs.	1

Secretary or nominated representative, United Workers Union	To represent the views of club workers.	1
Representatives, gambling harm reduction organisations or experts	To bring external harm reduction perspectives to the discussions of the Council, particularly with respect to proposed harm reduction regulatory changes. It is proposed that there would be three positions for representatives from gambling harm reduction organisations or experts. Representatives would be appointed by the Minister following a nomination process.	3
Representatives, community clubs	To represent clubs in the ACT. It is proposed that there would be three positions for representatives from clubs (with a preference for small/medium clubs). Representatives would be appointed by the Minister following a nomination process.	3
Representative, young people	To provide a youth perspective on Council discussions. While the Council's focus is clubs (it is not a broad 'gambling harm' body considering issues such as online gambling), younger Canberrans are the future of club membership. They are also a significant part of the club workforce and may be affected by diversification efforts. The representative would be appointed by the Minister following a nomination process.	1
TOTAL		14

Advisers to the Ministers and the CCMAC Secretariat (located within JACS) may also be present at meetings of the Council, however they will not hold any formal membership positions.

Position Description

The CCMAC comprises nominated representatives of stakeholder groups with a material interest in issues affecting Canberra's licensed clubs industry, including its workers, members and guests, as well as the broader Canberra community.

A person is eligible to be appointed as a member to the CCMAC where the Minister for Gaming is satisfied that the person has the relevant experience or expertise to undertake the role.

The functions of the CCMAC are to:

1. Provide information and advice to Government on any matters relating to the implementation of relevant Parliamentary Agreement commitments.
2. Consider how the clubs sector can continue to play a sustainable, vibrant and responsive role in the ACT community.
3. Promote cooperation, collaboration and information sharing across stakeholder groups and individuals who are impacted by and/or have an interest in the clubs sector.
4. Perform any other functions as directed by the Minister Gaming.

Selection criteria

Applicants will be considered against their ability to meet the below selection criteria:

1. Demonstrated knowledge of the issues affecting the stakeholders you propose to represent on the CCMAC, in the context of Canberra's licensed clubs industry.
2. Ability to provide advice to the Minister on issues affecting these stakeholders with regard to the purpose of the CCMAC.
3. Ability to commit to participate fully in Council activities.
4. Ability to maintain confidentiality and act with discretion when required.