

Australian Capital Territory

Public Sector Management (Joint Council) Terms of Reference 2019*

Notifiable instrument NI2019-369

made under the

Public Sector Management Act 1994, s 28 (Establishment of Joint Council)

1 Name of instrument

This instrument is the *Public Sector Management (Joint Council) Terms of Reference 2019*.

2 Commencement

This instrument commences on the day after its notification day.

3 Approval

I approve the Terms of Reference for Joint Council as set out in Schedule 1 to this Instrument.

Kathy Leigh
Head of Service

11 June 2019

*Name amended under Legislation Act, s 60

Schedule 1

Joint Council Terms of Reference

Committee Type

1. The ACT Public Service Joint Council (the Joint Council) is a Standing Committee established under the *Public Sector Management Act 1994*, section 28.

Composition of the Joint Council

Chair and Deputy Chair

2. The Chair of the Joint Council is the Deputy Director-General, Workforce Capability and Governance in the Chief Minister, Treasury and Economic Development Directorate. The Deputy Chair is a member of the Joint Council nominated by UnionsACT.
3. The Chair presides at all meetings of the Joint Council at which the Chair is present, unless alternative arrangements are agreed. In the absence of the Chair, the Deputy Chair will preside at meetings of the Joint Council.

Members

4. The Joint Council will comprise nineteen (19) members:
 - a. the Chair; and
 - b. nine (9) persons nominated by the Chair from relevant directorates or agencies; and
 - c. nine (9) persons nominated by UnionsACT from relevant staff organisations.
5. The above membership may be varied from time to time by agreement between the Chair and Deputy Chair, and may be augmented by observers.

The Role and Function of the Joint Council

6. The role of the Joint Council is consultative and representational. The Joint Council is not a decision making body.

The function of the Joint Council is to:

- a. provide a forum for the consideration and the open two-way exchange of information on matters of strategic interest in relation to the management of the ACT Public Service; and
 - b. identify whole of government matters of concern to ACT Government employees, relevant staff organisations, and management and to collegiately work to address these matters.
7. Matters of strategic interest in relation to the management of the ACT Public Service, can be any significant issue that has, or might have, a multi-directorate impact upon the employment relationship of ACT Government employees. These matters may include, but are not limited to:
 - a. Enterprise bargaining arrangements at a whole of government level.
 - b. Significant Whole of Government industrial relations issues.
 - c. Significant Whole of Government human resource issues.
 - d. Significant administrative and communication issues.

8. Such matters may be referred, through the Chair, for consideration by the Joint Council, by:
 - a. the Chair or the Deputy Chair;
 - b. the Chief Minister or the Minister for Workplace Safety and Industrial Relations;
 - c. a relevant staff organisation; or
 - d. an officer of the ACT Public Service.

Operation of the Joint Council

9. The Chair will determine the procedures of the Joint Council in consultation with its members.

Meetings

10. The Joint Council shall meet twice a year, noting that the Chair in consultation with the Deputy Chair, having regard to the nature and volume of business to be considered by the Joint Council, may either convene additional meetings or defer the six monthly meeting.
11. For an official meeting of the Joint Council a quorum will constitute eleven (11) members, being the Chair or Deputy Chair, plus five (5) persons nominated by the Chair, and five (5) persons nominated by UnionsACT.
12. Matters requiring urgent consideration by the Joint Council may be dealt with out-of-session, via email.

Committees

13. The Joint Council may establish sub-committees to consider specific issues or the needs of particular occupational groups in the ACT Public Service.

Secretariat Support

14. The Workforce Capability and Governance Division of the Chief Minister, Treasury and Economic Development Directorate will provide secretariat support for the Joint Council, including the coordination and distribution of agenda and papers for meetings, and the minuting of meetings.
15. Wherever possible, agenda and papers for meetings of the Joint Council will be circulated at least one week prior to each meeting.
16. Draft minutes of meetings, recording discussion and actions arising, will be circulated as soon as practicable following each meeting, and tabled at the following meeting.

Reporting

17. The Joint Council is responsible to the Minister for Employment and Workplace Safety.
18. Reports on matters of significance arising from the Joint Council will be provided to the Minister for Employment and Workplace Safety and to the Strategic Board, as required.