

Australian Capital Territory

# Public Sector Management (Joint Council) Terms of Reference 2025

Notifiable instrument – NI2025-151

made under the

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

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## 1 Name of instrument

This instrument is the *Public Sector Management (Joint Council) Terms of Reference 2025*.

## 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.

## 4 Revocation

This instrument revokes Public Sector Management (Joint Council) Terms of Reference 2019 NI2019-369.

Robert Wright

Acting Deputy Director-General

Office of Industrial Relations and Workforce Strategy

Chief Minister, Treasury and Economic Development Directorate

20 March 2025

## Schedule 1

### Joint Council Terms of Reference

#### Committee Type

1. The ACT Public Service Joint Council (the Joint Council) is a consultative forum 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, Office of Industrial Relations and Workforce Strategy 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  
*Note* a nominee may be made by naming a person or an occupant of a position.
  - c. nine (9) persons nominated by UnionsACT from relevant unions.
5. Membership may be varied and meetings may include observers from time to time by agreement between the Chair and Deputy Chair.
6. Members may nominate a proxy to attend in their place where a member anticipates being absent for any given meeting. Proxy nominations must be submitted in writing to the Chair via the Secretariat at least two (2) hours before the relevant meeting nominal commencement time.

#### The Role and Function of the Joint Council

7. The role of the Joint Council is consultative and representational. The Joint Council is not a decision-making body.
8. The function of the Joint Council is to:
  - a. provide a forum for the consideration and 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 unions, and management and to collegiately work to address these matters.
9. 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.

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10. 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 Skills, Training and Industrial Relations;
    - c. a relevant union; or
    - d. an officer of the ACT Public Service.

#### Operation of the Joint Council

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

#### ***Meetings***

12. The Joint Council shall meet via face to face and/or online twice a year, unless otherwise agreed by the Chair. 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 meetings.
13. 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.
14. Matters requiring urgent consideration raised with the Chair by a Joint Council member may be dealt with out-of-session e.g., via email.

#### ***Committees***

15. The Joint Council may resolve to establish sub-committees to consider specific issues raised by members at meetings.
16. Membership and scope of sub-committee activities will be approved by the Chair, in conjunction with the Deputy Chair.

#### ***Secretariat Support***

17. The Office of Industrial Relations and Workforce Strategy of the Chief Minister, Treasury and Economic Development Directorate will provide secretariat support for the Joint Council, including coordination and distribution of meeting papers and minuting of meetings.
18. Wherever possible, meeting papers will be emailed to members at least one (1) week before each meeting.
19. Draft meeting minutes will be approved by the Chair and emailed to members by the Secretariat as soon as practicable following each meeting.

#### Reporting

20. The Joint Council is responsible to the Minister for Skills, Training and Industrial Relations.
21. Upon request by a member of Joint Council and with agreement of the Chair, reports on matters of significance arising from Joint Council meetings will be provided to the Minister for Skills, Training and Industrial Relations or referred to the Strategic Board.