



Expression of Interest – PWSS Consultative Committee

The Opportunity

The PWSS is seeking expressions of interest for two independent members (including the Chair) in preparation for the establishment of the PWSS Consultative Committee. The remaining membership of this committee will consist of equal numbers of parliamentarians and people employed under the *Members of Parliament (Staff) Act 1984* (MOPS Act). Total membership is not expected to exceed ten. The Committee will operate as outlined at Part 6 of the *Parliamentary Workplace Support Service Act 2023* and the *Parliamentary Workplace Support Service Rules 2025*.

About Us

The Parliamentary Workplace Support Service (PWSS) provides human resource services for Commonwealth parliamentarians and their employees, and other services to support positive cultural change across Commonwealth Parliamentary Workplaces (CPWs).

About the Committee

The PWSS Consultative Committee (the committee) is a legislated body under the *Parliamentary Workplace Support Service Act 2023* to:

- a) Discuss matters that are relevant to parliamentarians and their employees in so far as those matters relate to the functions of the PWSS;
- b) Consider proposed policies and procedures developed by the PWSS:
 - Relating to workforce strategies for the employment of MOPS employees; or
 - For the purposes of supporting parliamentarians to discharge their obligations in relation to the employment of MOPS employees; or
 - Relating to work health and safety matters that arise in connection with the duties of parliamentarians, MOPS employees or designated workers; or
 - For the purposes of supporting Commonwealth parliamentary workplaces to be safe and respectful.
- c) Consider each proposed mandatory policy or procedure, each proposed mandatory education or training program, and proposed requirements for completing those programs.

Our Ideal Candidates

Independent members will likely have academic, business leadership, or judicial backgrounds. Our legislation prescribes that they must be independent from:

- Parliamentarians;
- MOPS employees;
- Registered political parties (within the meaning of the *Commonwealth Electoral Act 1918*); and
- The PWSS and the PWSS Advisory Board.

The PWSS Rules, further state that independent members have skills, knowledge or experience in one or more of the following fields:

- Parliamentary workplaces;

- Human resources, work health and safety or industrial relations;
- Public administration or corporate governance.

In addition, the Chair will be responsible for:

- Overseeing the committee to ensure that due consideration and consultation occurs in relation to matters brought to its attention; and
- Chairing committee meetings efficiently and facilitating the effective functioning of the committee including setting the tone, frequency, and length of meetings and operations.

Engagement Details

Independent committee members are appointed by the Minister for a two-year term.

Independent committee members (including the Chair) will be remunerated for their time attending meetings and will be supported by a secretariat within the PWSS.

It is anticipated that the Committee will generally not meet more than four times per year, in Canberra. Virtual attendance can be accommodated.

How to Apply

If this opportunity sounds like it is right for you, then we invite you to submit an application through the PWSS' [careers page](#) on our website.

Your application will include:

- Your current CV, with a maximum of three pages;
- A one-page pitch telling us how your skills, knowledge, experience, and qualifications make you the best candidate for the role;
- Names and contact details of at least two referees.

If you experience any difficulties submitting your application, please contact the Corporate Team via email at PWSSCorporate@PWSS.gov.au prior to the closing date.

Applications Open: Thursday, 4 June 2026

Applications Close: Sunday, 21 June 2026

Application pitch

The PWSS application process will require you to submit a one-page pitch. Your pitch is your opportunity to tell us why you are the right candidate for the role, and what you can contribute.

When planning your pitch, you should take into consideration the role, key duties and attributes reflected in the 'About the Committee' and 'Our Ideal Candidates' sections.

Your pitch should be written in an easy-to-read font and simple, consistent format. It should build on information found in your resume by highlighting specific examples or achievements that will demonstrate your ability to perform the role.

Further Information

For more information about these roles please contact:

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