

Information Package

**President and Commissioner, Tasmanian Industrial
Commission**

October 2026



Background

The Tasmanian Industrial Commission (the Commission) is a statutory body constituted under the *Industrial Relations Act 1984* (the Act).

The Commission has jurisdiction to:

- a) hear and determine matters and things arising from, or relating to, industrial matters, including the making of awards, the conduct of hearings and the settling of disputes,
- b) provide for the registration of employer and employee organisations,
- c) encourage workplace bargaining, and
- d) determine salaries, allowances and benefits for members of Parliament (MPs).

Apart from the salaries, allowances and benefits of MPs, the jurisdiction is limited generally to public sector employees, within the meaning of the *State Service Act 2000*. Under the terms of the *Industrial Relations [Commonwealth Powers] Act 2009* all private sector awards and agreements were referred to the Commonwealth from 1 January 2010. However, the Commission can hear disputes in relation to long service leave in the private sector.

In relation to public sector employees the Commission's role is predominately to:

- a) conciliate and arbitrate to resolve industrial disputes, including claims of unfair dismissal,
- b) fix wages rates,
- c) set terms and conditions of employment by making industrial awards and approving enterprise agreements and industrial agreements, and
- d) review an action in respect of which an application for review has been made under section 50(1) of the *State Service Act 2000*.

As a minimum the Commission comprises 2 members (called Commissioners), one of whom is the President, and one of whom is the Deputy President. The Minister responsible for the administration of the Act may appoint other Commissioners.

Matters which come to the Commission which cannot be solved by discussions between the parties beforehand are dealt with either by conciliation conference, or an arbitration hearing, or a combination of both. There is almost always a conference first, and it is only when a dispute is unable to be resolved through these discussions, that it proceeds to a formal hearing.

Generally, matters before the Commission are dealt with by a single Commissioner. However, some matters are considered by a Full Bench of the Commission. A Full Bench of the Commission is constituted by at least 3 members of the Commission one of whom, wherever practicable, must be the President or the Deputy President.

Subject to certain exceptions, the powers of the Commission to make an award or to approve an industrial agreement is exercisable only by a Full Bench in respect of the

following matters, unless the agreement is giving effect to matters, or is in accordance with principles, already determined by a Full Bench:

- a) making provision for, or altering, the ordinary hours of work;
- b) making provision for, or altering, a minimum wage that is to be payable to adults without regard to the work performed;
- c) making provision for, or altering a provision for –
- d) the amount of annual leave; and
- e) the payment of wages or allowances during annual leave;
- f) making provision for, or altering, rates of wages generally or the manner in which rates of wages generally are to be ascertained;
- g) modifying or affecting not less than 5 awards;
- h) dealing with any other matter referred by the President under section 15(1)(c).

A Full Bench of the Commission must also convene and conduct a hearing annually to determine the Tasmanian minimum wage, which is the minimum weekly wage for an adult full-time employee.

A Full Bench of the Commission is tasked with making periodic determinations of the salaries, allowances and benefits for MPs.

More information about the Commission can be found on its website www.tic.tas.gov.au.

Expressions of Interest

Expressions of interest are sought from persons for appointment as President and Commissioner (referred to as the President in this information package) of the Commission.

To be considered for appointment to this role, a candidate must have extensive experience in industrial relations and must:

- be or have been an Australian legal practitioner, of not less than 5 years' standing; or
- have served at a high level in a position or office in an industry or the trade union movement or in the service of a government or an authority of a government; or
- have obtained a degree of a university or an educational qualification of a similar standard, after studies in the field of law, economics, or industrial relations or some other field of study with substantial relevance to the functions of the President of the Commission; or
- have a demonstrated understanding of public sector administration.

In addition to the above requirements, applicants will be assessed against the following selection criteria, which you should be addressed in your expression of interest:

- a) excellent conceptual and analytical thinking, displaying independence and clarity of thought.
- b) effective verbal communication, able to deal respectfully and appropriately with legal professionals, litigants and witnesses and able to explain technical issues to non-specialists.
- c) highly organised, able to demonstrate or develop sound hearing and conference management skills and work well under pressure.
- d) capable of making fair, balanced and consistent decisions according to law and accepted industrial relations practice without undue delay.
- e) demonstrate maturity, discretion, patience and integrity, and an ability to inspire respect and confidence.

Expressions of interest are to be lodged with the Department of Justice and must contain:

- a current curriculum vitae.
- the names of at least two (2) professional and confidential referees.
- a completed probity and eligibility declaration (refer Attachment 1).

The closing date for lodgement of expressions of interest is Friday, 30 November 2026.

Working Environment

The Commission has a permanent Registry in Hobart but conferences and hearings of the Commission may be conducted in other locations throughout the State.

The President and the Deputy President each have an Associate to work with them.

Prior to undertaking the functions of the office, the President must take a prescribed oath or affirmation before a judge.

The President shall not:

- a) without the permission of the Governor, hold any other office of profit or engage in any paid employment outside the functions of the office; or
- b) hold any other office or any position the holding of which, in the opinion of the Governor on advice of the Minister, is inconsistent with the functions of the office.

The Commission is a diverse and inclusive workplace. Expressions of interest are welcome from people of all backgrounds, including Aboriginal and Torres Strait Islander people, people with disability, people from diverse cultural and linguistic backgrounds, mature age people and LGBTIQ+ people.

If you have individual requirements that need to be accommodated in order to participate in the expression of interest process generally, please contact HR.Recruitment@justice.tas.gov.au.

Remuneration

The President receives remuneration of \$251,107 per annum (being the equivalent of salary progression point 5 of Senior Executive Service level 3), plus an allowance of \$10,712 per annum. Such remuneration will be subject to any increases determined by the Premier to apply to Senior Executive Services from time to time.

The President also receives employer-funded superannuation contributions of 12% of salary.

The appointee may arrange a salary sacrifice in accordance with Australian Tax Office rules.

A privately plated and fully maintained vehicle is provided.

Merit Selection

Selection decisions are made in accordance with the merit principle. This means that an assessment is based on the:

- relative suitability of the applicant;
- capacity of the applicant to achieve outcomes related to the duties; and
- the applicant's work related qualities.

Referee Reports

The Department may wish to contact referees to discuss your application. Referees are people nominated by you that can offer comments in relation to your ability to meet the selection criteria. Details of at least two (2) referees should be provided.

Other Consultation

Applicants will be assessed by an assessment panel as suitable for appointment or not suitable for appointment. All assessments will then be provided to the Minister.

After receiving the assessment panel's recommendations, the Minister may consult on a strictly confidential basis with whoever the Minister sees fit. In particular, section 5(3) of the Act provides that the Minister shall consult officers of those associations or organizations that he or she considers appropriate with regard to the proposed appointment.

Further information

For further enquiries please contact Robyn Pearce, A/Deputy Secretary, Regulation and Corporate Services on (03) 6165 4943 or email secretary@justice.tas.gov.au.

Lodgement of Applications

The Department prefers email lodgement of applications. The email address for lodgement of applications is applications@justice.tas.gov.au. Applications submitted electronically will be acknowledged by email upon submission. It is not necessary to send a hard copy of your application if you have submitted it electronically.

Hard copy applications may be forwarded to:

People and Culture
GPO Box 825
Hobart Tasmania 7001

Please ensure that your application is received by Friday, 30 November 2026.

Attachment 1: Probity & Eligibility Declaration

This form is to be completed and submitted by all applicants applying for the role of President, Tasmanian Industrial Commission.

1. Tasmanian State Service Employment

Are you currently employed within the Tasmanian State Service? ☐ Yes ☐ No

If yes, please identify your employing agency and position, and explain whether the proposed appointment would form part of your official duties or relate to the business of your agency:

2. Conflict of Interest Disclosure

Do you have any interests, relationships or commitments that could give rise to an actual, potential or perceived conflict of interest in performing the duties of President, Tasmanian Industrial Commission? ☐ Yes ☐ No

Disclosing a conflict of interest does not necessarily prevent appointment. Disclosures will be assessed to determine whether appropriate management arrangements are available.

If yes, please provide details:

3. Applicant Declaration

- The information I have provided in this application is true and correct to the best of my knowledge.
- I have disclosed all actual, potential or perceived conflicts of interest relevant to my application for appointment to the Tasmanian Industrial Commission.
- Except as disclosed in this form, I am not aware of any matter that would prevent me from performing the duties of the office impartially and in the public interest.

- If appointed, I will promptly disclose any actual, potential or perceived conflict of interest to the Secretary, Department of Justice (the Department), or other relevant person, that arises during the term of appointment and will comply with the relevant requirements for managing that conflict.
- If appointed, I will also promptly notify the Department of any matter that may materially affect my eligibility to continue holding office or my ability to perform the duties of the office.
- If appointed, I will notify the Department as soon as practicable of any change to my employment, duties or working arrangements within the Tasmanian State Service that may affect my eligibility to receive remuneration, fees or allowances associated with the appointment.

Signed _____ Date _____

Name (printed) _____

Address _____
