

**JOINT SUPPORT EXECUTIVE COMMITTEE
GOVERNANCE PRINCIPLES****CHARTER**

1. The Joint Support Executive Committee (JSEC) is Chief Joint Capabilities' (CJC) highest level governance committee to review and manage policy issues relating to Gender Peace and Security, Reserves and Employer Support, Youth and Youth programmes and ADF Cadets.
2. The JSEC is chaired by CJC. In the absence of the Chair, the Alternative Chair will be Deputy CJC.
3. The purpose of the JSEC is to govern:
 - a. implementation and governance of the Defence Youth Safety Framework (DYSF) across Defence and the ADF Cadets
 - b. matters pertaining to the ADF Cadets enterprise, including Cadet issues requiring the Committees consideration in relation to the application of youth policy, youth protection and common Cadet considerations
 - c. matters pertaining to ADF Reserves, including Service-specific and joint Reserves issues requiring the Committee's consideration
 - d. matters pertaining to Gender Peace and Security, requiring the Committee's consideration.
4. The JSEC should not consider Service-specific matters which respective Services have the ability to resolve.

MEMBER RESPONSIBILITIES**Ensure transparency through full disclosure**

5. Members are accountable for the information they provide to the JSEC.
6. Members are to provide personal assurances that information around independencies and implications of policy implementation, including resourcing, have been properly considered through consultation.
7. The Committee is not to be used as a decision-making safety net.
8. Any proposals requiring adjustment to existing resource allocations are to be consulted through the Chief Finance Officer and/or Deputy Secretary of Defence People, as appropriate.
9. Members should provide transparency of judgements, processes and risks of the proposal being considered.

Embody professionalism through demonstrating leadership behaviours

10. Members are to:
- focus on achieving the best outcomes for Defence
 - seek the diverse perspectives of others in exploring opportunities and solving problems
 - learn and reflect on their performance and that of the Committee
 - actively adapt and seek to innovate.

Contestability

11. Individual and shared accountabilities of JSEC members are to be recognised and respected. Consequently, members are to seek assurances on issues where there are interdependencies prior to the Committee's consideration.

Appropriate consideration

12. A proposal should not be lodged for JSEC consideration unless supported by a member.

13. Members are to ensure that the JSEC is required to make only those decisions that are outside the remit of an individual member's accountabilities.

Annual review

14. The JSEC will discuss and formally review its performance annually, including the work of the Secretariat.

**JOINT SUPPORT EXECUTIVE COMMITTEE
BUSINESS RULES**

Secretariat

1. The Joint Support Services Division (JSSD) provides the JSEC Secretariat.

Meeting schedule

2. The JSEC will meet normally in May and October of each year.
3. The JSEC Chair may convene other meetings, or require out-of-session deliberation, to consider urgent matters.

Attendance

4. The JSEC will consist of the Chair, Standing Members and any other personnel invited by the Chair.
5. Standing Members, in their absence, may be represented by a delegate who is authorised to make decisions on behalf of the Standing Member.
6. Standing Members of the JSEC are:
 - a. Chief of Joint Capabilities (Chair)
 - b. Deputy Chief of Navy
 - c. Deputy Chief of Army
 - d. Deputy Chief of Air Force
 - e. Head Joint Support Services Division/Commander Australian Defence Force Cadets
 - f. Head People Capability.
7. The following JSSD appointments are to report to the Committee as required:
 - a. Director Business Manager Information Communication Technology (DICT)
 - b. Director Youth Protection Assurance (DYPA)
 - c. Director, Defence Reserves and Employer Support (DADFRES)
 - d. Director, Gender, Peace and Security (DGPS).

Agenda

8. The agenda of JSEC meetings is:
 - a. introductory remarks
 - b. confirmation of Minutes of the previous meeting
 - c. review of outstanding actions list (at the outset of each meeting component)
 - d. standing agenda items
 - e. new items
 - f. other business.
9. Standing agenda items provide the opportunity for members to provide relevant updates and discuss issues relating to their Service, Group or the ADF Cadets Headquarters. The standing agenda items are covered in the following four components:
 - a. Youth Protection and Safety
 - b. ADF Cadets
 - c. Defence Reserve and Employer Support
 - d. Gender, Peace and Security.
10. The Chair will agree the finalised agenda fifteen working days before each JSEC meeting. The Secretariat will distribute the agenda to JSEC members and invited attendees no later than ten working days before a meeting.

Agendum papers

11. The Chair is the governing authority for items considered by the JSEC. Papers are to be cleared by their respective sponsor and are to be submitted to the JSEC Secretariat no less than 15 working days before a meeting. Subject to timely receipt and Chair approval, the Secretariat will distribute the agenda with relevant information to JSEC members and invited attendees no less than ten working days before a meeting.
12. All documentation is to be drafted in accordance with the requirements of Annex A.

Outcomes

13. The JSEC Secretariat will draft outcomes, incorporating actions that clearly identify the officers accountable for implementation of the decision and timeframe for action. Once approved by the Chair, the Secretariat will distribute the outcomes and updated action items to all Standing Members of

the JSEC and action officers.

14. The Secretariat will maintain a register of outstanding actions and keep the Committee informed.

15. Action officers are responsible for advising the Secretariat when an action is complete to enable updating of the register of decisions and actions.

Record keeping

16. JSEC records will be maintained by the Secretariat in accordance with the Department's Records Management Policy and its obligations under the *Archives Act 1983* and Section 37 of the *Public Governance, Performance and Accountability Act 2013*.

17. The Secretariat will maintain a record of all JSEC documentation on Objective, specifically:

- a. agenda papers with accompanying presentation packages
- b. outcomes
- c. register of outstanding actions.

18. The Secretariat will make JSEC documentation available to members on the JSSD DRN Intranet page.

Annex:

- A. Guidance for proposals to be considered by the Joint Support Executive Committee

**GUIDANCE FOR PROPOSALS TO BE CONSIDERED BY THE
JOINT SUPPORT EXECUTIVE COMMITTEE**

1. The sponsor is responsible for ensuring appropriate consultation within the originating Service or Group, and with any other Defence entity likely to have interest in the submission.
2. Submissions / noting papers should:
3. use plain English and avoid technical terms unfamiliar to JSEC members
4. clearly articulate the decisions sought from any proposals
5. identify responsible officers for the implementation of each recommendation
6. demonstrate consideration of arguments for and against proposals, and the associated risks of each argument, including presentation of any dissenting views
7. demonstrate consideration for any resource implications associated with proposals
8. be limited to four pages in length.