

Terms of Reference – Calvary Health Care Kogarah Staff Consultative Committee

1 Purpose

The Calvary Health Care Kogarah Staff Consultative Committee (CHCK SCC) is a forum for consultation and discussion between management, unions, their delegates and staff of Calvary Health Care Kogarah (CHCK).

2 Membership

The Committee will comprise:

Management Representatives

- General Manager, CHCK, or delegate (Chair)
- Director of Mission Integration, CHCK, or delegate
- Director of Nursing and Quality, CHCK or delegate
- Director of Medical Services, CHCK or delegate
- Director of Allied Health and Admitted Care, CHCK, or delegate
- Director Finance, Business and Performance or delegate
- HR Manager CHCK, or delegate

Staff Representatives

- {NUMBER} representatives from the NSW Nurses Association (NSWNMA)
- {NUMBER} representatives from the Health Services Union (HSU)
- {NUMBER} representatives from the Australian Salaried Medical Officers' Federation (ASMOF)
-

3 Roles and Responsibilities of Committee Members

The CHCK SCC will:

- Discuss organisational issues, including organisational change as it relates to SGH staff.
- Consult on issues that will have an impact on staff at CHCK.
- Consult on policy implementation and organisational change issues.

Approved by: [ADD OWNER]

Approved Date: [ADD APPROVED]

UNCONTROLLED WHEN PRINTED

Review Date: [ADD REVIEW]

- Generally, deal with issues that have a CHCK focus, including agreement conditions and issues.
- Attempt to resolve issues in relation to any of the above matters where it is reasonable and appropriate to do so.

Roles and responsibilities:

- Chair: To preside over meetings, ensure agendas are followed, and facilitate discussions.
- Management Representatives: To provide information and updates on organisational matters, answer questions, and participate in discussions.
- Staff Representatives: To gather feedback from their members or colleagues, represent their interests, and contribute to the CHCK SCC deliberations.
- The Executive Assistant to the General Manager, CHCK will be responsible for providing secretariat support, including preparing the agenda and distribution of the minutes as soon as possible following a meeting of the CHCK SCC.
- CHCK will provide a meeting venue and will be responsible for any additional costs, such as travel, associated with the attendance of workplace delegates at meetings.

4 Chair

The Chair of the CHCK SCC is the General Manager, CHCK.

Should the Chair be absent from a meeting, the Committee Members present at the meeting have authority to choose one of the Committee Members to be Chair for the particular meeting.

The Chair may invite, or approve, guest speakers or observers to meetings as appropriate.

5 Agenda and Minutes of Meetings

The agenda for each meeting shall be developed based on input from management and staff representatives.

Agenda items typically include:

- Organizational updates and announcements
- Review of policies and procedures
- Discussion of staff concerns and suggestions
- Progress reports on action items from previous meetings
- Planning for future initiatives
- Feedback on staff surveys or other engagement activities.

Approved by: [ADD OWNER]

Approved Date: [ADD APPROVED]

UNCONTROLLED WHEN PRINTED

Review Date: [ADD REVIEW]

All proposed agenda items are to be sent to the Executive Assistant to the General Manger, CHCK no less than seven calendar days prior to the meeting.

Proposed agenda items should be submitted with a reasonable amount of information, including any relevant attachments.

CHCK reserves the right to decline a proposed agenda item, including where:

- Sufficient information has not been provided
- The matter is not within the scope of the CHCK SCC.

The Committee Members will be provided with an Agenda prior to CHCK SCC meetings. Meeting Agenda will be sent to Committee members 2 weeks prior to meeting.

A copy of the minutes will be forwarded to the Chairperson of the Work Health and Safety (WHS) Committee for information.

Minutes of CHCK SCC meetings will be made available to CHCK staff and the Committee.

6 Meetings

The CHCK SCC will meet quarterly, that is approximately once every 3 months, for up to 1 hour.

A Committee Member is able to seek a special meeting where the circumstances so warrant, by notifying the Chair of the request for such a meeting with 14 days' notice. The Committee Membership must unanimously mutually agree to convene a special meeting, and should not unreasonably withhold agreement..

Attendance by workplace delegates will be counted as time worked and will be managed in accordance with *NSW Health Policy Directive Leave Matters for the NSW Health Service (PD2023_045)*.

Where the time and expense involved in personal meeting attendance makes participation via teleconference or videoconference more practical, this should occur.

7 Quorum

A quorum shall be considered to be 50% plus one of the Committee Membership and composed of at least two Employee Representative.

8 Decision-making Process

The CHCK SCC will be consultative in nature and will have no deliberative powers. They may, however, resolve to make recommendations to inform management’s decision-making process in an advisory capacity.

The following matters do not fall within the scope of the CHCK SCC:

- Matters affecting an individual staff member
- Current and ongoing industrial disputes
- Workplace Health and Safety (WHS) matters not previously referred to the WHS Committee except in exceptional circumstances.

9 Changes to the Terms of Reference

This Terms of Reference will be reviewed by the CHCK SCC at least once every two years. The Terms of Reference may also be reviewed at the request of a CHCK SCC member.

Where possible, decisions regarding changes will be made by consensus. However, the Chair reserves the right to amend the Terms of Reference where it is deemed necessary or appropriate.

By following this process, the CHCK SCC can ensure that its Terms of Reference remain relevant, effective, and aligned with CHCK’s goals and objectives.

10 Dissolution

The CHCK SCC may be dissolved under the following circumstances:

- By agreement of all Committee Members
- If the CHCK SCC has been inactive for a prolonged period without justification
- There are significant changes in CHCK structure or operations that render the CHCK SCC continued existence impractical.