

# Terms of Reference

## HealthShare NSW: Chef Implementation (Rankin Park) Union Specific Consultative Committee (USCC)

### 1. Role

To provide a consultative forum to discuss the implementation of Chef at Rankin Park.

The USCC will not participate in any industrial matters that are being handled through ordinary negotiations or dispute procedures between management, unions and employees.

### 2. Membership – Maximum 10 Representatives

Membership of the USCC will include:

- Up to 6 HSNSW management representatives
- Up to 2 HSU Head Office representatives or nominees; and
- Up to 4 HSU workplace delegates

Each party will appoint their representatives to the USCC. Alternative representatives may be nominated, but the parties should attempt to achieve continuity of representation.

The Committee may, at its discretion, allow non-member observers and advisers to attend meetings of the Committee to facilitate the process where certain specialist advice etc is required.

### 3. Quorum

A minimum quorum of 50% attendance will be required for the USCC meeting to continue with representation from all 3 representative groups. If quorum is not met, the USCC will be cancelled and rescheduled.

### 4. Chair

The USCC will be chaired by HSNSW executive team representative.

### 5. Meeting Times

The next USCC will be scheduled prior to the conclusion of the current meeting with parties mutually agreeing to the time, date and location, with agreement not being unreasonably withheld.

### 6. Venue & Secretariat

HSNSW will provide a virtual avenue and provide secretariat support.

### 7. Agenda & Minutes

The agenda will be circulated to members (at minimum) one day prior to the meeting. Minutes of the meeting will be distributed to members of the USCC no more than one week after the meeting. Meeting minutes to be endorsed out of session to allow for distribution to USCC members and for display on noticeboards for all employees.

### 8. Attendance by Delegates

Attendance by workplace delegates will be counted as time worked and will be managed in accordance *PD2023\_006: Leave Matters for the NSW Health Service*.

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

### **9. Other Matters**

The conduct of the business of the USCC should be as transparent and accessible as possible to members of the USCC and those they represent, including the provision of relevant documentation when requested from time to time, relevant to deliberations of the USCC.