

# Terms of Reference

## Staff Consultative Committee Mental Health Services

Governance	Executive Steering and Operations Committee, Mental Health (ESOC) District Joint Consultative Committee, Sydney Local Health District (JCC)
Objective	To provide a forum for consultation and discussion between management, unions, their delegates and staff at Mental Health to collaborate, partner and work proactively to improve the wellbeing of the workforce.
Role	<p>The Staff Consultative Committee is a forum to:</p> <ul style="list-style-type: none"> <li>• Discuss organisational changes which will affect Mental Health staff, including issues pertaining to structures, regrades and work practices.</li> <li>• Discuss changes in policy and procedures that have workforce considerations.</li> <li>• Provide and discuss feedback surrounding the general welfare and well-being of the mental health workforce.</li> <li>• Provide a forum to discuss and resolve issues in relation to any of the above matters where it is reasonable and appropriate to do so.</li> <li>• Provide a mechanism to refer any unresolved matters to the District Joint Consultative Committee for consideration.</li> </ul> <p>The committee will not cover matters such as:</p> <ul style="list-style-type: none"> <li>• Individual staff concerns</li> <li>• Negotiations on agreements contrary to those existing at a District level</li> <li>• Participating in industrial matters, which are being handled through ordinary negotiations or dispute procedures between management/unions and employees</li> </ul>
Membership	<p>Membership from the Mental Health Service will include:</p> <ul style="list-style-type: none"> <li>• General Manager</li> <li>• Clinical Director</li> <li>• Director, Clinical Services</li> <li>• Director, Nursing</li> <li>• Director, Operations &amp; Corporate Governance</li> <li>• Director, Clinical Governance</li> <li>• Director, Finance and Performance</li> <li>• Manager, People and Culture</li> </ul> <p>Membership from unions will include:</p> <ul style="list-style-type: none"> <li>• Organiser, Health Services Union</li> <li>• Representative, Health Services Union</li> <li>• Organiser, NSW Nurses and Midwives Association</li> <li>• Representative, NSW Nurses and Midwives Association</li> <li>• Organiser, Australian Salaried Medical Officers Federation</li> <li>• Representative, Australian Salaried Medical Officers Federation</li> </ul>
Chairperson	General Manager, Mental Health
Executive Sponsor	Executive Director, People and Culture
Secretariat	Executive Officer, Mental Health

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Key Performance Indicators	<ul style="list-style-type: none"> <li>• Receive a report from Mental Health Service</li> <li>• Receive a report from respective union representatives</li> <li>• Review any relevant correspondence</li> </ul>
Review and Accountability	<ul style="list-style-type: none"> <li>• The Committee shall undertake a review of the Terms of Reference annually.</li> <li>• The Committee shall perform an assessment of performance against Key Performance Indicators and effectiveness annually. The Chairperson will provide this to the Staff Consultative Committee, Executive Strategy and Operations Committee, and District Joint Consultant Committee.</li> <li>• Any substantive changes to this Committee will be recommended by the Committee and formally approved by the General Manager, Mental Health.</li> </ul>
Reporting Structure	<p>Minutes will be forwarded to the Chairperson of the following committees two weeks following a meeting:</p> <ul style="list-style-type: none"> <li>• District Joint Consultative Committee</li> <li>• Mental Health Workforce Committee</li> <li>• Mental Health Work Health Safety Committee (for information only)</li> </ul>

## MEETINGS


Meeting Frequency	<p>Quarterly. Meetings to be held in February, May, August and November of each year.</p> <p>Extraordinary meetings may be scheduled outside of this cycle if required to discuss arising matters.</p>
Quorum	50% plus 1, including attendance of two (2) out of (3) union bodies.
Declaration of Conflict of Interest	<p>Committee members are responsible for declaring a conflict of interest, whether pecuniary or non-pecuniary, at the start of each meeting or before discussion of the relevant agenda item.</p> <p>Where a perceived, potential or actual conflict of interest has been declared, the Chairperson shall determine how to proceed and advise the meeting accordingly.</p>
Code of Conduct	<p>Abide by the NSW Health Code of Conduct whilst performing duties as part of the Committee.</p> <p>The Committee shall perform their duties impartially, act with integrity, objectivity, openness and honesty.</p>
Agenda	<p>The agenda shall be agreed by the chairperson prior to the meeting.</p> <p>Agenda items will be sought two weeks prior to the scheduled meeting from membership. The agenda and papers shall be distributed by the Secretariat one week prior to meeting dates.</p>
Minutes	<p>All meetings shall be minuted and the minutes distributed to all members of the committee. The minutes will be endorsed by the committee at the following meeting and outcome documented in those minutes.</p> <p>Minutes should also be displayed on accessible staff notice boards and/or facility intranet.</p>



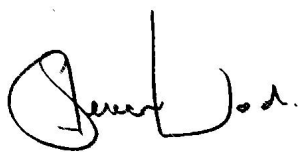
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## NATIONAL STANDARDS – SECOND EDITION

Standard Relationships	Related standards addressed by this committee include:  <small>Standard 1</small>  <i>Please refer to the Australian Commission on Safety and Quality in Health Care (ACSQHC) – National Standards (Second Edition)</i>
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The Terms of Reference endorsed by the Chairperson:



Mr Steven Wood  
General Manager, Mental Health

Endorsed: 17 June 2026  
Review: 17 June 2027