


## Sydney Dental Hospital and Oral Health Services

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### TERMS OF REFERENCE

EFFECTIVE DATE	18/6/2025
NAME	Staff Consultative Committee, Sydney Dental Hospital and Oral Health Services (SHD-OHS)
GOVERNANCE FUNCTION	Corporate Governance
PURPOSE	To provide a forum for consultation and discussion between management, unions, their delegates and staff at SDH-OHS
OBJECTIVES	<ul style="list-style-type: none"> <li>• To discuss changes which will affect the operation of SDH-OHS and its staff, including issues pertaining to restructures, regrades and work practices.</li> <li>• To discuss changes in Hospital Policy and Procedures.</li> <li>• To provide a forum for feedback surrounding the general welfare and well-being of staff.</li> <li>• The committee will not cover matters such as:             <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> </li> <li>• To refer any unresolved matters to the SLHD Joint Consultative Committee for consideration, where reasonable to do so.</li> </ul>
CODE OF CONDUCT	<ul style="list-style-type: none"> <li>• To promote a harmonious, safe, and collaborative meeting environment, all members and HSU representatives of SCC must:             <ul style="list-style-type: none"> <li>• Uphold the CORE values of NSW Health: Collaboration, Openness, Respect and Empowerment</li> <li>• Actively listen and communicate openly</li> <li>• Acknowledge, respect and value others' thoughts and ideas even if they are different from your own</li> <li>• Acknowledge and recognise the strengths and achievements of others</li> <li>• Respect the format and order of meetings</li> <li>• Raise all conflicts of interest with agenda items</li> </ul> </li> </ul>

MEMBERS	<ol style="list-style-type: none"> <li>1. General Manager, SDH-OHS</li> <li>2. Manager of Corporate Services, SDH-OHS</li> <li>3. Workforce Manager, SDH-OHS</li> <li>4. Operational Nurse Manager, SDH-OHS</li> <li>5. Business Support Manager, SDH-OHS</li> <li>6. Head of Specialist Services, SDH-OHS</li> <li>7. HSU Organiser</li> <li>8. HSU Hospital Representative</li> <li>9. NSWNMA Representative</li> </ol>
CHAIRPERSON	General Manager, SDH-OHS
SECRETARIAT	Executive Assistant, Management Trainee or delegate
QUORUM	50% of membership plus one
MEETING FREQUENCY	Quarterly
STANDING AGENDA ITEMS	<ol style="list-style-type: none"> <li>1. Date / Time / Venue of Meeting</li> <li>2. Acknowledgement of country</li> <li>3. Present and Apologies</li> <li>4. Confirmation of Previous Minutes</li> <li>5. Review of Action List</li> <li>6. New Business Arising</li> <li>7. Closure / Next Meeting</li> </ol>
PERFORMANCE INDICATORS	<ul style="list-style-type: none"> <li>• Actions completed</li> <li>• Meeting membership meets quorum</li> </ul>
REVIEW DATE	By 28 February 2026
REPORTS TO:	Oral Health Senior Management Committee (OHSMC)
APPROVED	  Dr Jason Cheng, General Manager, Sydney Dental Hospital and Oral Health Services Date: 18/6/2025