

**Sydney Dental Hospital & Oral Health Services
Staff Consultative Committee**

EFFECTIVE DATE	
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"> • To discuss changes which will affect the operation of SDH-OHS and its staff, including issues pertaining to restructures, regrades and work practices. • To discuss changes in Hospital Policy and Procedures. • To provide a forum for feedback surrounding the general welfare and well-being of staff. • The committee will not cover matters such as: <ul style="list-style-type: none"> • Individual staff concerns • Negotiations on agreements contrary to those existing at a District level • Participating in industrial matters, which are being handled through ordinary negotiations or dispute procedures between management/unions and employees. • To refer any unresolved matters to the SLHD Joint Consultative Committee for consideration, where reasonable to do so.
CODE OF CONDUCT	<ul style="list-style-type: none"> • To promote a harmonious, safe, and collaborative meeting environment, all members and HSU representatives of SCC must: <ul style="list-style-type: none"> • Uphold the CORE values of NSW Health: Collaboration, Openness, Respect and Empowerment • Actively listen and communicate openly • Acknowledge, respect and value others' thoughts and ideas even if they are different from your own • Acknowledge and recognise the strengths and achievements of others • Respect the format and order of meetings • Raise all conflicts of interest with agenda items

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Terms of Reference

MEMBERS	<ol style="list-style-type: none"> 1. General Manager, SDH-OHS 2. <u>Director</u> of Corporate Services, SDH-OHS 3. Workforce Manager, SDH-OHS 4. Operational Nurse Manager, SDH-OHS 5. Business Support Manager, SDH-OHS 6. <u>Director</u> of Specialist Services, SDH-OHS 7. HSU Organiser 8. HSU Hospital Representative 9. NSWNMA Representative
CHAIRPERSON	General Manager, SDH-OHS
SECRETARIAT	Executive Assistant, Management Trainee or delegate
QUORUM	50% of membership plus one
MEETING FREQUENCY	Quarterly
STANDING AGENDA ITEMS	<p>Date / Time / Venue of Meeting</p> <ol style="list-style-type: none"> 1. Acknowledgement of country 2. Present and Apologies 3. Confirmation of Previous Minutes 4. Review of Action List 5. <u>Standing Agenda Items</u> 6. New Business Arising 7. Closure / Next Meeting
PERFORMANCE INDICATORS	<ul style="list-style-type: none"> • Actions completed • Meeting membership meets quorum
REVIEW DATE	<u>28 February 2027</u>
REPORTS TO:	Oral Health Senior Management Committee (OHSMC)
APPROVED	
	<u>Ms Harleen Kaur, Acting</u> General Manager, Sydney Dental Hospital and Oral Health Services
	<u>Signature:</u>
	<u>Date:</u>

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