

Minutes

Sydney Dental Hospital – Staff Consultative Committee (SCC)

Date: 13 November 2025
Time: 2.00 pm to 3.00 pm
Venue: Conference Room B, Level 1 and via Microsoft Teams
Chair: Dr Jason Cheng, General Manager, SDH-OHS, SLHD
Secretariat: Ms Deborah Whitelaw, EA to GM, SDH-OHS, SLHD

1. Acknowledgement of Country:

Dr Jason Cheng, on behalf of Sydney Dental Hospital and Oral Health Services, acknowledged the Gadigal people of the Eora Nation as the traditional owners of the land and paid respect to Elders both past and present and to Aboriginal and Torres Strait Islander people who were present at the meeting.

2. Present: (Appendix attached)

3. Confirmation of Previous Minutes: Confirmed

4. Actions arising from Previous Minutes: refer to the Action Items Table

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Date	Item No.	Action Items	Responsible	Time Frame	Status
14/08/2025	5.1	Facility Improvement Updates			
		<ul style="list-style-type: none"> • Signage – Signage across the facility, particularly clinics, was noted as inconsistent or missing. Item to be followed up with Engineering. HKa was not present at the meeting. 	HKa	Early 2026	Carried Over
		<ul style="list-style-type: none"> • Level 3 Tour - Fit-out progressing. A tour is to be arranged once the installation is completed. 	JC / HKa	Early 2026	Carried Over
14/08/2025	5.2	Action: Confirm appointment of NSWNMA representative for SDH or consult with RPA representative in the interim to formalise arrangement.	MF	Ongoing	Carried Over
13/11/2025	5.3	Action: EM to provide a copy of the GM Memo regarding SDH&OHS Christmas Closure	EM	27/11/2025	Pending
13/11/2025	5.3	Action: SDH&OHS undertakes a review of the administrative portfolio, including reception desks across all clinics, with a focus on improvement opportunities. The response to HSU is due on 27/11/2025.	JC / EM / OM	27/11/2025	Pending
13/11/2025	6.1	Action: Review SCC meeting dates for 2026 to provide an opportunity for individual matters to be raised first at SCC before being escalated to JCC.	JC	2026	Pending

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Discussion Points 13.11.2025

5.1 Update SLHD-OHS Management (Clinical / Non-Clinical / Workforce)

5.1.1 Facility Improvement Updates – HKa/JC

- It was noted that Harleen Kaur was not present at the meeting. JC provided an overview of the Engineering review on the following items on behalf of Harleen, based on information provided by Saanchi Varma.

Lifts

- Engineering confirmed that the lifts are functioning correctly.
- It was noted that the lift priority card behaviour is intentional.
- Staff concerns regarding lifts bypassing floors or not stopping when called were acknowledged and noted as part of the review.
- No mechanical or programming faults were identified during the Engineering review. Item closed

Signage

- Item was carried over, signage across the facility, particularly within clinical areas, was discussed.
- Staff had reported inconsistent or missing signage across clinical areas, creating difficulties with navigation and clinic identification.
- HKa to follow-up the signage concerns with Engineering to standardise wayfinding signage and improve accessibility; an update is pending.

Level 3 Tour

- JC provided an update on the progress of the Level 3 refurbishment.
- Fit-out is ongoing, including X-ray, IT equipment, and dental chair installation.
- The committee noted that Level 3 will provide opportunities for clinical collaboration in a quieter, dedicated space.
- Once installation is complete, a staff tour will be organised prior to the area becoming operational.

5.1.2 Clinical Activity – AH / MF

- Dental Registrar program** – JC provided an update that recruitment for the newcomer Dental Registrars is currently underway, and onboarding of new staff will commence in January 2026. A further update will be provided at the next SCC meeting.
- DA/Nurse portfolio** - MF provided an update and advised that:
 - Two new RNs commenced in October 2025.
 - A new Dental Assistant has been recruited and is scheduled to commence in November 2025.

5.1.3 PMES Committee / PMES Strategy Action Plan – EM

- JC provided an overview of the PMES Committee work and advised that current approaches are working.
- It was discussed that further staff engagement would occur once results from surveys conducted during the year are released.
- EM provided an update on PMES survey results such as SDH achieved a 72% response rate, up 11 % from 2024, indicating strong staff engagement.
- EM updated the SCC and advised that this year, 183 staff members are receiving NSW Health service pins, including staff who work at the University of

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Sydney. SDH is celebrating two staff members with 45 years of service, one staff member with 50 years of service, and a further 20 staff members who have achieved more than 30 years of service with NSW Health in 2025. Staff service year recognition and associated celebration activities were noted.

5.1.4 Admin Portfolio – OM

- OM advised that the new Dalarinji Administration Officer has been recruited and has commenced work. In addition, two full time Administrative Officer Level 3 positions have been endorsed by CE for recruitment. These initiatives will provide SDH with a more flexible approach to administrative support and break coverage. In the interim, casual staff are being utilised to reduce administrative burden on existing staff.
- Further, OM updated the committee that they continue to review and strengthen the administrative coverage across clinics to ensure consistent support to both clinical and operational areas.

5.2 NSWNMA Representation

- It was noted that SDH does not currently have an appointed NSWNMA representative available to attend SCC meetings.
- MF advised that RPA's NSWNMA delegate is unable to attend SCC meetings.
- It was agreed that this will continue to be monitored by the SCC, and once the NSWNMA assigns a representative, an appropriate invitation will be extended to the nominee.

5.3 HSU Update to SDH Management

- HSU Organiser provided an update on behalf of HSU members and raised concern related to administrative officer who recently claimed psychosocial risks, excessive workload and increased sick leave absences. HSU advised that admin portfolio appearing understaffed.
- As a response, JC acknowledged HSU's concerns and reiterated that SDH takes staff wellbeing seriously. EM explained that in the past 3 months, SDH has hired one new Admin Officer and are currently recruiting 2 additional 1.0 FTE Admin Officers for the reception area. EM also highlighted that SDH records do not indicate a staff shortage in this portfolio and SDH has engaged more casual Admin staff in the last 3 months compared to previous years.
- Committee members agreed that SDH management will review the matter. Once this review is complete, SDH will provide feedback, and consult with staff and HSU regarding any required changes. SDH is expected to provide an outcome of the review by 27 November 2025.
- Discussion included Low Activity Period arrangements for SDH. HSU requested a copy of the GM Memo regarding the Christmas closure period for SDH staff, and it was agreed that EM will provide a copy of memo.
- Discussion occurred regarding roster visibility and timing. Noted it was raised by RM that rosters should ideally be updated one month in advance.

6. New Business

6.1 Clarification on Relief Dental Assistant allocations & Meeting Scheduling – SCC & JCC Alignment

- Discussion included concerns regarding the deployment of Relief Dental Assistants, particularly why they are being rostered to assist in roles not related to planned or unplanned leave.
- CS raised concerns about the use of relief Dental Assistants and questioned the rationale for assigning them to positions outside traditional coverage needs.

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- HSU noted that Dental Assistants continue to be taken off clinic duties to perform administrative tasks such as preparing and sending letters.
- Issues around consultation were discussed, including circumstances where staff are redeployed or moved between roles and departments as well as when major changes to a position description occur.
- MF advised that allocation practices have been discussed at the Executive level, acknowledging that lower levels of clinical activity during certain periods may influence rostering decisions within the allocation of work for Dental Assistants.
- JC advised that SDH will review SCC meeting dates for 2026 to provide an opportunity for individual matters to be raised first at SCC before being escalated to JCC.

7. Next Meeting

- Next meeting: 2026 meeting series TBC

Appendix 1: Action items Closed

Appendix 2: Attendance Table

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APPENDIX 1

Date	Item No.	Action Items Closed	Responsible	Time Frame	Status
14/08/2025	5.1	Facility Improvement Updates Lifts – Engineering advice indicates lifts are functioning correctly and priority card behaviour is intentional. Update was provided by JC on behalf of HKa.	HKa	13/11/2025	Closed
14/08/2025	6.1	Provide clarity on Admin portfolio - JC agreed that a summary would be provided to clarify staffing level and recruitment statistics and send the copy to HSU by 22/08/2025. EM confirmed the summary had been provided; item closed.	EM	13/11/2025	Closed
14/08/2025	6.1	Provide clarity on Admin portfolio -JC agreed that a summary would be provided to clarify staffing level and recruitment statistics and send the copy to HSU by 22/08/2025	EM	13/11/2025	Closed
08/05/2025	5.2.1	Lift suitability for stretchers – confirmed lifts can now accommodate stretchers. Item closed.	HKa	08/05/2025	Closed
08/05/2025	5.3	RN roster review for Operating Theatre – MF confirmed recruitment underway following recent resignations.	MF	13/11/2025	Closed
14/08/2025	5.3.2	Confirm current HSU representatives for SCC - including commencement dates and length of appointment. CS provided form.	CS	13/11/2025	Closed

Appendix 2: Attendance***P=Present, A=Apology, G=Guest, Blank=Absent***

Role	Feb	May	Aug	Nov
Dr Jason Cheng) (JC) - Chair General Manager	P		P	P
Harleen Kaur (HKa) Manager – Corporate Support Services	P		P	A
Ms Erzsebet Mihali (EM) Acting Workforce Service Manager	P		P	P
Prof Alex Holden (AH) Head of Specialist Services	P		A	A
Omer Malik Business Support Manager	-		A	P
Michelle Frampton (MF) Operational Nurse Manager	P		P	P
Randall Millington HSU NSW Organiser	P		A	P
Christina Stucci (CS) HSU Hospital Representative - Dental Radiography Assistant	P		P	P
Sandra Craig (SC) HSU Hospital Representative - Admin Officer	On leave		A	A
Foysal Siddiki HSU Hospital Representative – Security Supervisor	A		P	A
Archilles Lubrin (AL) HSU Hospital Representative - Dental Assistant	A		A	A
Jim Antoniou (JA) HSU Hospital Representative - Lab Technician	A		A	A
Tracey McCall (TMc) HSU Hospital Representative - Dental Assistant	A		P	P
TBA (Not confirmed) Registered Nurse NSWNMA delegate	P		-	-