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File Note

Service : Hunter Aboriginal Children's Services

File No : OCG/01245

Date : 9 May 2011

Notes : Management Committee Meeting: Karen Elphick (Chair person) and Len Anderson (Deputy Chair person), 2 x committee members, Amanda Bridge (AbSec/Biripi), Janet Vickers (CS RDC&F), 2 x Benevolent Society, WL.

Agenda:

1. Steve Larkins

- Current status of SL and HACS obligations: SL suspended on full pay; bail conditions prohibit contact with cyp, staff or carers; HACS to advise SL of its "conditions" re no contact with staff/carers;
- Ombudsman: HACS has informed Ombo of situation; discussion re Ombo process; AB advised HACS to maintain comprehensive records of process of handling the issue to demonstrate to Ombo that thorough processes were undertaken;
- Legal advice: HACS has sought legal advice (Turnbull Hill) re employment obligations/SL's rights and possible termination; Police are investigating issues re conduct of WWCC and accuracy of PED;
- Implications: LA advised that community response to the issue has been critical of HACS; staff are feeling vulnerable;

2. Coordination of HACS

- Temporary CEO/PO: KE is currently fulfilling PO responsibilities; managers have ongoing responsibility for day to day operations in their areas, and are consulting with KE as required; discussion re need to appoint acting CEO/PO on time limited contract; KE and LA advised that they consider that existing senior staff do not have capacity to take temporary role in current circumstances;
- discussion re options re secondment, EOI, external advertising; LA expressed concern that acting CEO/PO would not be accepted by community/staff, particularly if the person was not Aboriginal; LA expressed interest in applying for the acting CEO/PO position;
- Aspects of CEO role that require further support: discussion re role of CEO/PO including management of organisation (particularly in current situation), legal role as PO, accreditation, PR responsibility for 7 cyp; discussion re need for Management Committee to clearly identify responsibilities of any temporary appointment; AB and Ben Soc discussed mentoring support for acting CEO/PO;
- Existing priorities: PR for existing clients – KE indicated that HACS would like to relinquish PR; JV is following up and is keen to ensure that any decision/action is seen as a collaborative effort rather than CS removing PR;

- Accreditation: WL gave brief overview of HACS progress re accreditation; discussion re timeframes for accreditation and need to make progress; WL provided written feedback re Program; AB and Ben Soc indicated willingness to support HACS re accreditation;

3. Financial implications

- CS has temporarily suspended OOHC referrals; Housing has suspended referrals (?);
- issue re finances and need to pay existing and acting CEO/PO;
- AB suggested that she work with HACS to help them consider their financial capacity to fund acting CEO/PO; JV indicated CS could consider a submission from HACs but could not guarantee;

Note: LA appeared to become increasingly concerned throughout the discussion re the appointment of a temporary/acting CEO/PO; he indicated that he was not longer interested in the position; at the conclusion of the meeting he indicated that he handed KE a handwritten note to indicate that her had resigned from the management committee.

Wendy Lawson REDACTED
A/Director Accreditation