

Committee:	BLUE HAVEN ADVISORY COMMITTEE		7 June 2023
Status:	Council committee	<input checked="" type="checkbox"/>	
	Statutory committee	<input type="checkbox"/>	
	Sunset committee	<input type="checkbox"/>	
	(specify the end date)		
Purpose:	<p>To assist Kiama council to monitor the activities of Blue Haven (comprising Residential Aged Care, Community Services – Home Care, Commonwealth Home Support Packages, Community Transport, Retirement Villages) and to provide advice on any matter referred to the Committee by Council.</p> <p>The Committee is an advisory committee to Council and is not appointed under Section 355 of the Local Government Act. The Committee and its members have no delegations to act (Sec. 377 LGA)</p>		
Objectives:	<p>To assist Blue Haven maintain safe and high quality care service levels for residents and clients provided in a manner that is inclusive and culturally safe.</p> <p>To monitor and report to Council on compliance with regulatory requirements. Review performance indicators, analyse results against benchmarks and best practice, and recommend improvements. Systems include Incident/Risk management and Clinical Indicator performance (reported National Quality Clinical Indicators NQCI)</p> <p>Review responses provided by management to external audits including but not limited to: - Aged Care Quality Safety Commission (ACQSC), Australian Health Practitioners Registration Agency (AHPRA), Australian Security and Investment Commission (ASIC), Food Safety Authority (FSA), Health Care Complaints Commission (HCCC), Retirement Villages Act.</p> <p>Review implementation of external audit recommendations into action plans ensuring satisfactory progression of improvement actions required.</p> <p>Review significant feedback including complaints from residents, clients and workforce</p>		
Committee Meetings:	Meetings will occur at least quarterly in 2023. This can be reviewed in 2024.		
Venue:	Meetings will be held at the Kiama Council Chambers and/or online.		
Membership:	<ul style="list-style-type: none"> • Mayor • 3 non Councillor Community Members appointed by Council • Chief Executive Officer (non voting) • Chief Operating Officer (non voting) • Manager Aged Care Operations (non voting) • Manager Retirement Village Operations (non voting) 		

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	<p>At least one non-councillor voting member is to have clinical and aged-care practice skills.</p> <p>Councillors can attend meetings as an observer.</p>	
Term of membership	<p>Non-Councillor membership of the Blue Haven Advisory Committee will be for the length of a Council term subject to an annual review process and consideration of circumstances at the time.</p>	
Meeting quorum:	<p>A Quorum will be deemed to have been met under the following criteria:</p> <ul style="list-style-type: none"> • minimum of 2 Community members 	
Meeting administration:	<p>Meetings are to be chaired by a non-Councillor Committee member as elected by the committee and endorsed by Council.</p> <ul style="list-style-type: none"> • Minutes will be taken by a representative of Council. • Minutes are required to be submitted for the next Ordinary Meeting of Council immediately following the committee meeting. • Minutes and agendas will be circulated no less than seven days prior to a scheduled meeting. 	
Selection of members	<p>Members will be identified and appointed based on attitude and aptitude to improve quality care and services within the service, qualifications, and skills.</p> <p>The following factors will be taken into consideration when determining members:</p> <ol style="list-style-type: none"> 1. the persons relevant experience and expertise 2. there is a balance of gender, age, culture and diversity 3. committee members are able to demonstrate that they are connected and representative of the community. 	
Appointment of Chair & Deputy Chair	<p>Appointment of Committee Chair and Deputy Chair to be undertaken on a yearly basis.</p>	
Responsibility	<p>The Committee members have no authority to represent the Committee, Blue Haven, or Council, nor to expend funds or incur liabilities. Committee members have no authority to direct staff</p> <p>While Committee members must exercise due diligence and act in accordance with these Terms of Reference and Council's Code of Conduct, individual Committee members have no personal liability for the Committee's recommendations to Council</p> <p>Committee members will:</p> <ol style="list-style-type: none"> 1. act in an advisory role to Council staff, the Council and Councillors on matters arising in performance of the role of the Committee. 	

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	<ol style="list-style-type: none"> 2. at all times contribute in a positive and respectful manner 3. avoid disruption, contrary conduct or being wasteful of time and resources. 	
Code of Conduct	<p>At all times Councillors, employees, contractors, volunteers, Council committee members, delegates of Council and Council advisors must comply with Council's Code of Conduct.</p> <p>All matters dealt with by the Blue Haven Advisory Committee will be treated as confidential.</p> <p>Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest shall be appropriately minuted.</p> <p>Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.</p>	
Termination of membership	<p>Non-Councillor member positions will be declared vacant/terminated when a member:</p> <ol style="list-style-type: none"> 1. completes their designated term and retires from the committee 2. completes their term and is not re appointed 3. resigns their membership, in writing, to the Chairperson 4. fails to attend more than 75% of scheduled meetings unless granted special leave of absence by the Chairperson 5. acts in a way that is contrary to their responsibility as outlined (above). <p>NOTE: Council on the recommendation of the committee chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.</p>	
Process for termination of membership	<p>Where a (non-Councillor or staff) committee member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant committee member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant council officer for recording. The committee member will be able to sight and sign the written record.</p> <p>Where there is re-occurrence of unsatisfactory behaviour the committee member will be warned formally in writing by the Chairperson. Counselling (to be provided by the CEO or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the</p>	

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	<p>committee members and Council. In addition counselling will reinforce potential for termination from the committee should the behaviour continue. A written record shall be kept of the formal warning and counselling.</p> <p>If the committee member's behaviour does not improve after the formal warning and counselling, the committee member's appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.</p>	