



# **MINUTES OF THE PIO IMPLEMENTATION AND OVERSIGHT COMMITTEE MEETING**

commencing at 11 am on

**THURSDAY 8 AUGUST 2024**

Held by Teams

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**MINUTES OF THE  
PIO IMPLEMENTATION AND OVERSIGHT COMMITTEE  
HELD BY TEAMS  
ON THURSDAY 8 AUGUST 2024 AT 11 AM**

**BY TEAMS:** Councillors Neil Reilly, Stuart Larkins and Mark Croxford

**ATTENDEES:** Jane Stroud – Chief Executive Officer  
Ed Paterson – Head of Implementation  
Joe Gaudiosi – Chief Operating Officer  
Stephanie Salviejo – Legal and Governance Services  
Implementation Lead  
Emily Vaughan - Business Transformation Lead

**OBSERVERS:** Councillors Rice and Renkema-Lang

## **1 APOLOGIES**

Imogen Draisma

## **2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

The Chair declared the meeting open and acknowledged the traditional owners.

## **3 DECLARATIONS OF INTEREST**

### **Disclosure of Interest - Councillor Renkema-Lang**

Councillor Renkema-Lang declared a pecuniary interest in Item 7.1 *Legal Status Update as at 30 June 2024* as a person involved in the Vortex Development case contributed to cover costs of the NSW Supreme Court case. Councillor Renkema-Lang proposed to leave the meeting.

## **4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

### **4.1 PIO Implementation and Oversight Committee meeting on 9 May 2024**

**24/007PIO**

**Resolved** that the Minutes of the PIO Implementation and Oversight Committee meeting held on 9 May 2024 and reported to the 21 May 2024 ordinary Council meeting, be received and accepted.

(Councillors Larkins and Reilly)

## 5 BUSINESS ARISING FROM THE MINUTES

Cr Croxford requested an update on item 6.1, the current status and any significant development or delays. Head of Implementation advised nothing had evolved on vexatious claims and that Council continues to make progress on matters.

## 6 REPORT OF THE HEAD OF IMPLEMENTATION

### 6.1 Draft Continuous Improvement Framework and Prioritisation Tool

*24/008PIO*

**Resolved** that the PIO Implementation and Oversight Committee:

1. Note the 67 services of Council as identified by the KMC Service Architecture.
2. Provide feedback on the:
  - a. Draft Continuous Improvement Framework and associated templates
  - b. Draft Prioritisation Tool.

(Councillors Larkins and Croxford)

Noted:

- The Service Architecture outlines the services identified.
- The Framework will assist managers and service owners in completing reviews
- The Tool will identify which services we will prioritise in the 4 year program based on weightings for legislation, financial, risk and compliance, scope and scale, customer satisfaction.
- ARIC provided positive verbal feedback on the documents and the documents are submitted to the FAC meeting on 14 August 2024
- Cr Croxford questioned the current status of the draft service reviews due in July
- The Head of Implementation reported:
  - Draft reviews for Tourism and Events and parks and gardens had been received
  - an updated review of The Pavilion was also being assessed.
  - Tender process to undertake the Holiday Park review had closed, currently being assessed
  - Waste Services review was back on track following complications with budget structure and reconciliation of restricted reserves
- All services are being reviewed against each other and the Tool will give a number for each service to identify priority. Manager capacity and work load will also be considered. The priority list will be presented to ELT and Councillors.
- There is also the ability to focus on one aspect of a service, which Council has done with parks and gardens.
- Question on notice to the Head of Implementation: How are we going to measure the success of the overall Framework? This should be articulated in the Framework
- Outcomes from service reviews will inform delivery level strategies and KPIS that will form part of operational and delivery/work plans.

## 6.2 Bi-monthly Strategic Finance & Governance Improvement Plan Update Report: July 2024

*24/009PIO*

**Resolved** that Council:

1. Receive the Strategic Finance & Governance Improvement Plan – Implementation Status Update – July 2024,
2. Note that actions 1.1, 1.2 and 8.11 have been completed, and
3. Note that the Chief Executive Officer, through the Implementation Team, will:
  - a. provided a copy of the Implementation Status Update - July 2024 to the NSW Office of Local Government, and
  - b. place a copy of the Implementation Status Update - July on Council's website.

(Councillors Croxford and Larkins)

Noted:

- There are significant risks in implementation including: funding TechOne, capitalisation, staffing overtime, CPI index, a delay in the Blue Haven sale, blow out of capital or significant delays in funding, better data about actual revenue of waste will result in revenue reduction, any significant QBR reporting and other matters that FAC raised.
- The impost on restricted reserves is significant from Terralong unit vacancies due to water proofing and fire safety issues and will need to manage cash flow.
- An implementation matrix is being developed to prioritise recommendations from the services review.
- Think Tank session/s will also be held.

## 7 REPORTS FOR INFORMATION

Councillor K Renkema-Lang left the meeting at 11.48 am.

### 7.1 Legal Status Update as at 30 June 2024

*24/010PIO*

**Resolved** that the PIO Implementation and Oversight Committee:

1. note the Report for Information, Item 7.1 Legal Status Update as at 30 June 2024.
2. recommend improvements be made to the table of current litigation matters to rectify the timing issue now that reporting has moved to quarterly.

(Councillors Croxford and Larkins)

Noted:

- NCAT matter has been settled. Positive outcome through consultation with the applicant, governance staff and lawyers.

- Council has provided all the information to the Barristers with regards to the Spring Creek caveat.
- COO is meeting the lawyers to consider steps in the Richard Crookes defects matter and consider prospects.
- Some quite significant legal matters have come to a conclusion including a Supreme Court matter which is now pending a new application for costs.

Councillor K Renkema-Lang returned to the meeting at 12.03 pm.

## **8 GENERAL BUSINESS**

Council enters the local government election caretaker period from 16 August 2024.

Council Committees will be reconsidered with the new council at the November 2024 meeting.

The Chair thanked Committee members and Council staff.

## **9 CLOSURE**

There being no further business the meeting closed at 12:05pm.

These Minutes were confirmed at the Ordinary Meeting of Council held  
on 15 October 2024

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Chair