

Committee:	Performance Improvement Order (PIO) Implementation and Oversight Committee
Status:	Committee of Council <input type="checkbox"/> Statutory committee <input type="checkbox"/> Sunset Advisory committee <input checked="" type="checkbox"/> End date: 30 June 2026
Purpose:	Role of the Committee is to: <ul style="list-style-type: none"> • Provide strategic oversight of the implementation of all requirements of the Performance Improvement Order (PIO), for the length of the PIO, and • Provide strategic oversight on legal expenses and insurance matters with risks.
Objectives:	Objectives of the Committee are to: <ul style="list-style-type: none"> • provide oversight on the implementation of all PIO actions.
Committee Meetings:	Meetings are held every two months on the second Thursday of the month.
Venue:	Meetings will be held at the Kiama Council Chambers, other suitable venues as required or online.
Membership:	<ul style="list-style-type: none"> • Mayor, Councillor Neil Reilly • Deputy Mayor, Councillor Imogen Draisma • Councillor Stuart Larkins • Councillor Mark Croxford • Chief Executive Officer • Chief Operating Officer • Head of Implementation • Legal & Governance Services Implementation Lead • Business Transformation Lead All Councillors can attend meetings as an observer.
Term of membership	Council membership of the Advisory Committee will be for the length of a Council term. NB: a specified term does not preclude an incumbent from reapplying to serve on consecutive terms.
Chairperson	Appointed by the Committee Annually
Meeting quorum:	A Quorum will be deemed to have been met under the following criteria: <ol style="list-style-type: none"> 1. minimum of 50% of the voting members plus 1 2. or per statutory requirements (if required).

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Meeting administration:	<ul style="list-style-type: none"> • Meetings are to be chaired by the Chairperson or their alternate. • 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. • The agenda and business papers will be circulated no less than five days prior to a scheduled meeting. • Minutes are to be brief and focused on action items and advice. • Minutes shall be approved by the Chair and circulated to each member and to Councillors within two weeks of the meeting being held. • Recommendations from the meeting that require Council endorsement will be reported separately to the next Ordinary Meeting of Council.
Responsibility	<p>Committee members will:</p> <ol style="list-style-type: none"> 1. provide strategic oversight and to assist with the implementation of all requirements of the Performance Improvement Order (PIO) for the length of the PIO, including, but not limited to the following three (3) parts of the PIO: <ul style="list-style-type: none"> a Council's Financial Management b Blue Haven Aged Care Facility c Council's Financial Accounting and Management Systems 2. Monitor and report on legal expenses and insurance matters with risks. 3. Note the role of staff to operationally progress with actioning the requirements of the PIO.
Code of Conduct	<ol style="list-style-type: none"> 1. at all times committee members must comply with Council's Code of Conduct for Council committee members, delegates of Council and Council advisers, including managing conflicts of interests, 2. at all times contribute in a positive and respectful manner, and 3. at all times avoid disruption, contrary conduct or being wasteful of time and resources.
Termination of membership	Councillor member positions will be declared vacant/terminated via a resolution of Council.