

Board Meeting Agenda

Date:	10/12/2019	Time:	1.30pm – 5.00pm
Location:	Penguin Parade Visitor Centre, Phillip Island Nature Park, 1019 Ventnor Road, Summerlands, Phillip Island Victoria		
Attendees:	Directors Executive Team Kessia Thompson, Executive Director Partnerships & Sector Performance, Water and Catchments Group, DELWP Manager Finance (CFO), Kathy Hawke (3.4, 4.1) Manager ICT (MICT), Sharon Green (5.1) Manager People & Culture (MPC), Emma Harry (3.3, 3.4) Workplace Health & Safety Advisor (WHSSA) – Matt Runzi (2.2) Manager Strategy, Performance & Governance (MSPG), Portia Branton		
Apology:	Tanya Ha, Rueben Berg		

Lunch will be held between 1.00pm and 1.30pm.

No.	Time	Description	Presenter
1.	1.30	Welcome & Acknowledgement of Country Discussion with Kessia Thompson, Executive Director Partnerships & Sector Performance, Water and Catchments Group, DELWP ADMINISTRATION 1.1. Attendance / Apologies 1.2. Conflicts of Interest / Register of Interest 1.3. Board & Committee Planning Calendar 2019 & 2020 1.4. Minutes of the 19 November 2019 Meeting 1.5. Matters Arising from Prior Board and Committee Meetings	Chair
2.	2.15	PERFORMANCE 2.1. Safety Moment – Joanne Pearson, Director 2.2. November 2019 WHS Report 2.3. November 2019 Business Performance Report – NIL 2.4. November 2019 Finance Report – NIL	GMCP
3.	2.40	DECISION / FROM COMMITTEES 3.1. Update from Safety, Sustainability and Innovation Committee 3.2. Workplace Health and Safety Policy (v2) (via SSIC)	GMCP GMCP

		3.3. Workplace Health and Safety Improvement Plan Year 2 (via SSIC)	GMCP
		3.4. Essential Services Commission Regulatory Accounts (Director Responsibility Statement)	GMCP
4.	3.15	PRESENTATIONS AND DISCUSSIONS	
		4.1. VAGO 2018-19 Results of Water Entity Audits (presentation)	GMCP
		4.2. Annual Customer Service Satisfaction Survey (presentation)	GMCC
5.	4.15	FOR NOTING	
		NEW MATTERS	
		5.1. Information Security Policy – Contractor Management	GMCP
		5.2. Business Transformation Project Update	GMCC
		STANDING ITEMS	
		5.3. Government Correspondence	
		5.4. Chair Update	MD/Chair
		5.5. Director Insight from External Meetings	
		5.6. Director Travel and Accommodation Expenses	
		5.7. Meeting Rating	
6.	4.45	IN CAMERA	
		6.1. In camera	
	5.00	Meeting Close	

Next Meeting: 18 February 2020