



Board Meeting Agenda

Date:	03/09/2024	Time: 9.30am – 1.00pm
Location:	Bunurong Country Bass Coast Shire Council Civic Centre Council Chambers, Baillieu Street East, Wonthaggi	
Attendee:	Chair: Annabelle Roxon Directors: Chris Newton (Deputy Chair), Tanya Ha, Graham Hawke, Joanne Pearson, Ishara Saldin, Kushal Shah, Leigh Berrell Managing Director (MD), Dona Tantirimudalige (V) – Virtual Attendees Other attendees (for non In Camera or where otherwise noted): General Manager Corporate & Customer (GMCC), Gareth Kennedy General Manager Assets & Operations (GMAO), David Girdwood Executive Manager, Finance (CFO), Kathy Hawke Executive Manager, People Culture & Safety (EMPCS), Fiona Blackmore Corporation Secretary (CS/MSPG), Tim Scholtes Workplace Health & Safety Senior Advisor, Lynne Boag (2.2) Manager Engineering & Projects (MEP), Jake Weir (2.5) Environmental Specialist (ES), Melinda Glew (2.6) Climate Change Senior Advisor (CCSA), Zoe Geyer (2.7) Manager Assets & Planning (MAP), Chaminda Jayasena (3.1) Manager Communications & Engagement (MCE), Geoff Russell (5.1) Greg Box, Chief Executive Officer, Bass Coast Shire Council	
Apology:		

No.	Time	Description	Presenter
	9.30	WELCOME Acknowledgement of Country	Chair
	9.35	MEET & GREET (PRESENTATION AND DISCUSSION) Discussion with Greg Box, Chief Executive Officer from Bass Coast Shire Council (40 MINS) – Board Education Session #6	
1.	10.05	ADMINISTRATION 1.1 Attendance / Apologies 1.2 Register of Conflicts of Interests & Register of Private Interests 1.3 Board & Committee Planning Calendar 2024 1.4 Upcoming Community Engagement Opportunities 1.5 Matters Arising from Prior Board and Committee Meetings	Chair



		1.6	Minutes of the 29 July 2024 ARC Meeting – for information	
		1.7	Minutes of the 30 July 2024 Board Meeting - for approval	
2.	10.20	PERFORMANCE		
		2.1	Safety Moment – Annabelle Roxon	
		2.2	July 2024 WHS Report	EMPCS
		2.3	EOFY 2024 Business Performance Report	GMCC
		2.4	EOFY 2024 Finance Report	CFO
		2.5	EOFY 2024 CAPEX Program Update	GMAO
		2.6	EOFY 2024 Environment Performance Report	GMAO
		2.7	EOFY 2024 Climate & Sustainability Performance Report	GMAO
	11.00	COMFORT BREAK (10 MINS)		
3.	11.10	FOR DECISION		
		3.1	Asset Management Information System - Gate Two	GMCC
		3.2	Travel and Accommodation Policy (v3)	GMCC
4.	11:35	PRESENTATIONS AND DISCUSSIONS		
		4.1	People Matters Survey 2024 Results (10 MIN)	EMPCS
5.	11:45	FOR NOTING		
		5.1	Annual Report - Report of Operations Feedback (Late Report)	GMCC
6.	12.05	COMMITTEE UPDATES AND RECOMMENDATIONS		
		6.1	Update from Audit & Risk Committee (ARC)	ARC Chair
		6.2	Annual ARC Performance Review & Report to Board – via ARC	
		6.3	Annual Report of Operations & Financial Statements – via ARC	
		6.4	Annual Financial Management Compliance Framework – via ARC	
		6.5	Gift, Benefits and Hospitality (v14) – via ARC	
		6.6	Delegations Manual (v8) – via ARC	
7.	12.25	STANDING ITEMS		
		7.1	Government Correspondence	Chair
			- Climate Risk Consultation Outcomes WPW	
			- Sector Director Change – VAGO	
		7.2	Chair Update	
		7.3	Director Insight from External Meetings	
		7.4	Director Travel and Accommodation Expenses	
		7.5	Meeting Rating and Reflections	



8.	12.30	IN CAMERA	
	8.1	MD Performance Review Discussion	Chair
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	1.00	MEETING CLOSE	

Next Meeting: 29 October 2024