

MEETING SUMMARY

Item Business Item

1. Apologies

2. Declarations

3. Previous Meeting

3.1 Minutes

The Board approved the previous meeting minutes with some amendments.

3.2 Action Items

The Board reviewed action items from previous meetings.

4. Occupational Health & Safety

4.1 Occupational Health & Safety Culture

The Board reviewed progress on achievement of OH&S targets.

4.2 Contractor OH&S Reports

The Board discussed the outcomes of OH&S audits of our private contractors.

5. Presentations

5.1 Managing Director selection

The Board appointed Jeff Rigby as Coliban Water's new Managing Director.

6. Activity Reports

6.1 Chairman's Report

Chairman updated the Board on his recent activities.

6.2 Managing Director's Report

Managing Director updated the Board on his recent activities.

6.3 Business Report

The Board reviewed the September Business Report and discussed with management performance for that month.

7. Project Control Committee

7.1 Committee decisions and analysis

The Board reviewed capital project performance.

8. Decision Reports

8.1 Deputy Chairman selection

The Board elected David Beard as Deputy Chairman.

8.2 Engineering Design Services

The Board reviewed and approved a new process for the acquisition of engineering design services.

9. Information Reports

9.1 Annual Report of Victorian Water Corporations

The Board reviewed and discussed the report prepared by the Department of Sustainability and the Environment (DSE) comparing the performance of water corporations.

9.2 Water Industry Regulatory Order Review

The Board noted DSE's first stage of review of the WIRO and endorsed Coliban Water's proposed comments.

9.3 WaterPlan 3 Progress

The Board reviewed Coliban Water's progress in the development of Water Plan 3.

9.4 WaterPlan 3 Guidelines

The Board reviewed the Essential Services Commission (ESC) guidance paper for Water Plan 3 development.

- 9.5 Business Model Review
The Board discussed progress in the review of Coliban Water's business model.
10. **Standing Reports**
- 10.1 Accounts passed for payment
The Board reviewed payments made by Coliban Water.
- 10.2 Committee Meetings
The Board ratified the October 2011 minutes of the Remuneration Committee and Audit Committee.
- 10.3 Register of Sealed Documents
The Board noted documents that had been signed using the corporate seal.
- 10.4 Variations from Procurement Policy
The Board noted variations from procurement policy.
- 10.5 Borrowings Report
The Board reviewed Coliban Water's total debt position.
- 11 **General Business**
- 11.1 Meeting Evaluation
The Board reflected on the results of the evaluation of the October meeting and completed the evaluation forms for the November meeting.
- 11.2 Other Matters
The Board discussed the planning for Board workshops to be held in January and February 2012.
12. **Next Meeting**
9 December 2011