

Finance and Operations Committee

Minutes

Date: Wednesday 9 March 2022

**Venue: Civic Centre (Council Meeting Room)
13 Mair Street, Benalla**

The *COVID-19 Omnibus (Emergency Measures) Act 2020* enables councils to hold meetings electronically. This measure is intended to ensure the safety of members of the public, Councillors and Council staff.

The Council Meeting Room had limited capacity for public attendance. Accordingly, members of the public were encouraged to watch the live broadcast of the meeting at www.benalla.vic.gov.au

In accordance with the Governance Rule 6.4 an audio recording was made of the proceedings of the meeting.

PO Box 227
1 Bridge Street East
Benalla Victoria 3671
Tel: 03 5760 2600
council@benalla.vic.gov.au

Contents

Acknowledgment of Country	3
Apologies.....	4
Confirmation of the Minutes of the Previous Meeting	4
Business	5
1. <i>Public Question Time</i>	<i>5</i>
2. <i>2021/2022 Community Sponsorship Program</i>	<i>5</i>
3. <i>Community Department Activity Report For The Quarter Ended 31 December 2021.....</i>	<i>5</i>
4. <i>People And Performance Department Activity Report For The Quarter Ended 31 December 2021</i>	<i>6</i>
5. <i>Economic Development and Sustainability Activity Report For The Quarter Ended 31 December 2021</i>	<i>6</i>
6. <i>Finance Department Activity Report For The Quarter Ended 31 December 2021.....</i>	<i>6</i>
7. <i>COVID-19 Hardship Policy Review.....</i>	<i>7</i>
8. <i>CEO Employment And Remuneration Committee</i>	<i>7</i>
9. <i>Councillors' Expenses For The Quarter Ended 31 December 2021.....</i>	<i>8</i>
10. <i>CEO Credit Card For The Quarter Ended 31 December 2021.....</i>	<i>8</i>
Closure of Meeting.....	9



Minutes

Chair	Councillor Justin King	
Councillors	Councillor Danny Claridge Councillor Peter Davis Councillor Don Firth Councillor Bernie Hearn (Mayor) Councillor Punarji Hewa Gunaratne Councillor Gail O'Brien	
In attendance	Dom Testoni	Chief Executive Officer
	Robert Barber	General Manager Corporate
	Jane Archbold	Manager Community
	Cathy Fitzpatrick	Manager Finance
	Janine McMaster	Manager People and Performance
	Adam Saddler	Manager Economic Development and Sustainability
	Jessica Beaton	Governance Coordinator

The meeting commenced at 6pm.

Acknowledgment of Country

The chair recited the following acknowledgement of country.

We, the Benalla Rural City Council, acknowledge the traditional custodians of the land on which we are meeting. We pay our respects to their Elders past and present and to Elders from other communities who may be here today.



Apologies

No apologies were submitted to the meeting.

Confirmation of the Minutes of the Previous Meeting

The minutes were circulated to Councillors and posted on the Council website www.benalla.vic.gov.au pending confirmation at this meeting.

Cr Davis / Cr Gunaratne:

That the Minutes of the Finance and Operations Committee Meeting held on Wednesday 16 February be confirmed as a true and accurate record of the meeting.

Carried

Disclosures of Conflict of Interest

No conflicts of interest were disclosed to the meeting.



Business**1. Public Question Time**

No questions were submitted to the meeting.

2. 2021/2022 Community Sponsorship Program

The report presented funding applications under the 2021/22 Community Sponsorship Program.

Cr Firth / Cr O'Brien:

That \$500 grants be allocated to the Lurg Hall and Reserve Committee of Management, Moorngag Cemetery Trust and Benalla Squash Club from the 2021/22 Community Sponsorship Program.

Carried

3. Community Department Activity Report For The Quarter Ended 31 December 2021

The report presented activity for the Community department for the quarter ended 31 December 2021.

Cr Davis / Cr Hearn:

That the report be noted.

Carried



4. People And Performance Department Activity Report For The Quarter Ended 31 December 2021

The report presented the activities of the People and Performance department for the quarter ended 31 December 2021.

Cr Hearn / Cr Davis:

That the report be noted.

Carried

5. Economic Development and Sustainability Activity Report For The Quarter Ended 31 December 2021

The report presented the activity of the Economic Development and Sustainability department for the quarter ending 31 December 2021.

Cr Firth / Cr Davis:

That the report be noted.

Carried

6. Finance Department Activity Report For The Quarter Ended 31 December 2021

The report presented an overview of the functions of the Finance department for the quarter ended 31 December 2021.

Cr Firth / Cr Hearn:

That the report be noted.

Carried



7. COVID-19 Hardship Policy Review

The report discussed the review of the *COVID-19 Financial Hardship Policy*.

Cr Davis / Cr Claridge:

1. That Council Policy *COVID-19 Financial Hardship* be adopted.
2. That Council Policy *COVID-19 Financial Hardship* be reviewed in June 2022.

Carried

8. CEO Employment And Remuneration Committee

The report presented for consideration the establishment of a Chief Executive Officer Employment and Remuneration Committee.

Cr Claridge / Cr Hearn:

1. The *CEO Employment and Remuneration Committee Terms of Reference* be adopted.
2. That a CEO Employment and Remuneration Committee be established in accordance with the *CEO Employment and Remuneration Committee Terms of Reference*.
3. That the *CEO Employment and Remuneration Committee Terms of Reference* be reviewed in March 2025.

Carried



9. Councillors’ Expenses For The Quarter Ended 31 December 2021

The report detailed expenditure associated with Councillors’ mobile phone usage, attendance at professional development courses and conferences and seminars, and reimbursement of expenses incurred during the quarter ended 31 December 2021.

Cr Hearn / Cr Davis:

That the report be noted.

Carried

10. CEO Credit Card For The Quarter Ended 31 December 2021

The report details expenditure associated with the corporate credit card issued to the Chief Executive Officer for the quarter ended 31 December 2021.

Cr Davis / Cr Claridge:

That the report be noted.

Carried



Closure of Meeting

The meeting closed at 6.51pm.

Confirmed this thirteenth day of April 2022.

Signed:  _____
Cr Justin King - Chair