

# Finance and Planning Committee

## Minutes

**Date: Wednesday 1 November 2023**

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

In accordance with Rule 6.4 of the *Governance Rules 2020* the Committee meeting was lived streamed via the Council's website and an audio recording was made of the proceedings of the meeting.

Members of the public were encouraged to watch the live broadcast of the meeting at [www.benalla.vic.gov.au](http://www.benalla.vic.gov.au)

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# Minutes

**Chair** Cr Danny Claridge

**Councillors** Councillor Peter Davis  
Councillor Don Firth  
Councillor Bernie Hearn (Mayor)  
Councillor Punarji Hewa Gunaratne  
Councillor Justin King  
Councillor Gail O'Brien

<b>In attendance</b>	Dom Testoni	Chief Executive Officer
	Robert Barber	General Manager Corporate
	Jane Archbold	Manager Community
	Cathy Fitzpatrick	Manager Finance
	Adrian Gasperoni	Manager Assets and Infrastructure
	Catherine Macmillan	Acting Manager Economic Development and Sustainability
	Janine McMaster	Manager People and Performance
	Greg Robertson	Manager Facilities and Information Technology
	Nilesh Singh	Manager Development
	Jess Pendergast	Governance Coordinator

## Opening and Acknowledgment of Country:

The Chair opened the meeting at 6pm and 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

It is noted that an apology was submitted from Councillor Justin King.

**Cr Gunaratne / Cr O'Brien:**  
**That the apology be accepted.**

**Carried**

### **Governance Matters**

The Committee Meeting was conducted in accordance with the *Local Government Act 2020* and the *Benalla Rural City Council Governance Rules 2020*.

### **Recording of Council Meetings**

In accordance with the *Governance Rules 2020* clause 6.4 meetings of Council are audio recorded and made available for public access, with the exception of matters identified as confidential items in the agenda.

### **Disclosures of Conflict of Interest**

No conflicts of interest were disclosed at the meeting.

### **Confirmation of the previous Meeting Minutes**

The minutes were circulated to Councillors and posted on the Council website [www.benalla.vic.gov.au](http://www.benalla.vic.gov.au) pending confirmation at the meeting.

**Cr Davis / Cr Gunaratne:**

**That the Minutes of the Finance and Planning Committee Meeting held on Wednesday 27 September 2023 be confirmed as a true and accurate record of the meeting.**

**Carried**

DC

**Business****1. Financial Report For The Quarter Ended 30 September 2023**

The report presented the financial result compared to budget for the quarter ended 30 September 2023 and presents outcomes from the first quarter budget review.

**Cr O'Brien / Cr Davis:**  
**That the report be noted.**

**Carried****2. Finance Department Activity Report For The Quarter Ended 30 September 2023**

The report presented an overview of the functions of the Finance Department for the quarter ended 30 September 2023.

**Cr Gunaratne / Cr Hearn:**  
**That the report be noted.**

**Carried****3. Building and Planning Approvals – September 2023**

The report detailed planning permit applications and building approvals for September 2023.

**Cr Firth / Cr Davis:**  
**That the report be noted.**

**Carried**

DC

**4. Development Department Activity Report For The Quarter Ended 30 September 2023**

The report presented the activities of the Development department for the quarter ended 30 September 2023.

**Cr Firth / Cr Gunaratne:**  
**That the report be noted.**

**Carried**

**5. Capital Works Program Update As At 30 September 2023**

The report presented an update on the Capital Works Program as at 30 September 2023.

**Cr O'Brien / Cr Firth:**  
**That the report be noted.**

**Carried**

**6. Assets and Infrastructure Department Activity Report For The Quarter Ended 30 September 2023**

The report presented the activities of the Assets and Infrastructure Department for the quarter ended 30 September 2023.

**Cr Davis / Cr Firth :**  
**That the report be noted.**

**Carried**

DC

**7. People and Performance Activity Report For The Quarter Ended 30 September 2023**

The report presented the activities of the People and Performance Department for the quarter ended 30 September 2023.

**Cr Hearn / Cr Gunaratne:**  
**That the report be noted.**

**Carried**

**8. Economic Development and Sustainability Department Activity Report For The Quarter Ended 30 September 2023**

The report presented the activity of the Economic Development and Sustainability Department for the quarter ending 30 September 2023.

**Cr Davis / Cr Hearn:**  
**That the report be noted.**

**Carried**

**9. 2023/24 Quick Response Grants Program**

The report presented funding applications for 2023/24 Quick Response Grants.

**Cr O'Brien / Cr Davis:**  
**That a \$500 grant from the 2023/24 Quick Response Grant program be allocated to the Lima School Community Centre Committee.**

**Carried**

DC

**10. Community Department Activity Report For The Quarter Ended 30 September 2023**

The report presented activity for the Community Department for the quarter ended 30 September 2023.

**Cr Davis / Cr Firth:**

**That the report be noted.**

**Carried**

**11. Facilities and Information Technology Department Activity Report For The Quarter Ended 30 September 2023**

The report presented the activities of the Facilities and Information Technology Department for the quarter ended 30 September 2023.

**Cr O'Brien / Cr Gunaratne:**

**That the report be noted.**

**Carried**

**12. Councillors' Expenses For The Quarter Ended 30 September 2023**

The report detailed expenditure associated with Councillors' mobile phone usage, attendance at professional development courses, conferences and seminars, and reimbursement of expenses incurred.

**Cr Firth / Cr Davis:**

**That the report be noted.**

**Carried**



DC

**13. CEO Credit Card For The Quarter Ended 30 September 2023**

The report detailed expenditure associated with the corporate credit card issued to the Chief Executive Officer for the quarter ended 30 September 2023.

**Cr Gunaratne / Cr Firth:**  
**That the report be noted.**

**Carried**

**14. Urgent Business**


No urgent business was submitted to the meeting.

**Closure of Meeting**

The meeting closed at 7.36pm.

**Confirmed this sixth day of December 2023.**

**Signed:**

  
**Cr Danny Claridge (Chair)**