



## MINUTES

### Executive Meeting

Minutes for the meeting of the Wangaratta RSL Sub-Branch Executive Committee, held in the Club rooms on Tuesday 19<sup>th</sup> July 2022, at 1530hrs.

#### PRESENT:

A Power AO, CSC (President), A Kay (Snr Vice President)(via Video Conf) , R Sneddon (Vice President)(via Video Conf), G Larkins JP (Secretary, J Bailey (Treasurer) (via Video Conf), C Simsen (General Manager).

#### APOLOGIES:

#### Conflicts of Interest:

In accordance with section 191 of the Corporations Act 2001 (Cth), the act states that a director who has material personal interest must give other directors notice of any matter that relates to the affairs of the organisation.

**Disclosure must occur immediately before the matter is considered or discussed.**

#### BUSINESS:

##### 1.0 REPORTS:

##### 1.1 Venue.

- Bistro Deck Structure – Premier Building & Construction currently applying for a building permit from Council. A final quotation has been received from PBC and following discussion it was resolved that at this stage the new deck for the built up area not be proceeded with.
- Solar Panel Proposal - Still work in progress.

##### 2.0 POLICY & PROCEDURES REVIEW:

2.1 Disciplinary Policy & Procedures Oct 2013 – a final draft copy is tabled for review.

**Recommendation: that the Sub-Branch Committee adopt the final draft copy of the disciplinary policy & procedures.**

2.2 Reimbursement Policy Aug 2018 – a final draft copy is tabled for review.

**Recommendation: that the Sub-Branch Committee adopt the final draft copy of the reimbursement policy.**



2.3 Privacy Policy inc notifiable data breaches Oct 2018 – a final draft copy is tabled for review.

**Recommendation: that the Sub-Branch Committee adopt the final draft copy of the privacy policy.**

**3.0 RISK ASSESMENT REGISTER:**

Following from the workshop that was conducted on Thursday 19<sup>th</sup> May and further input from the Committee a final draft Risk management plan & action plan are now tabled.

**Recommendation: That the Sub-Branch Committee adopt the final draft of the Risk register and further review the document bi-annually.**

**4.0 STRATEGIC PLAN:**

**4.1 Work Plan:**

None.

**5.0 OTHER BUSINESS:**

None.

**6.0 CONFIDENTIAL MATTERS:**

**6.1 Salary Reviews:**

Nap has signed a 12 month contract & will receive a pay rise to \$77k pa starting from Monday the 18th of July.

Along with this pay rise the 4.6% pay rise to will apply to Leigh Crynes, Nadia Couch and General Manager from the 1st of September and then the Duty Managers & the rest of the employees receive their 4.6% rise on the 1st of October. Elsie will receive a pay rise equivalent to Nap when she returns from maternity leave

The meeting closed at 1532hrs.

President .....