



## MINUTES

### Executive Meeting

Minutes for the meeting of the Wangaratta RSL Sub-Branch Executive Committee, held in the Admin Complex on Tuesday 17<sup>th</sup> August 2021, at 1612hrs.

#### PRESENT:

A Power AO, CSC (President), A Kay (Snr Vice President)(via Zoom) , R Sneddon (Vice President), G Larkins JP (Secretary) , J Bailey (Treasurer), 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.

- Planning permit from RCOW – Drawings for permanent shade structure over bistro deck has been sent to Council.
- RSL sign
- Bistro deck sun shade – Grant application has been commenced and due to be lodged by 13<sup>th</sup> Sept. Second quote has been received.
- CBS Forum 31<sup>st</sup> August – has been cancelled due to Covid lock down.

##### 2.0 POLICY & PROCEEDURES REVIEW:

##### 2.1 Draft Sun Protection Policy

A draft policy has been adapted from Worksafe to fit in with the Sub-Branch. A policy is needed as part of our application for a Vic Health Sun Shade Grant.

**Recommendation: That the draft Sun Protection Policy as tabled be adopted by the Committee.**

##### 3.0 RISK ASSESMENT:



Discussion on the creation of a risk assessment register was held. What are our risks? Operational, Strategic. Secretary is to organise a workshop meeting of the Executive in coming weeks to commence drafting a risk register for consideration by the full Committee.

#### **4.0 STRATEGIC PLAN:**

**4.1 Work Plan:** The Secretary needs input from Committee members to keep the work plan up to date.

#### **5.0 OTHER BUSINESS:**

**5.1 EGM Transition:** Currently awaiting what the cost of our floor will be & continuing to work with the team from RSL Vic.

**5.2 Covid 19 Vaccinations:** GM is working with the WHS Act and discussing with staff the vaccination options. So far 5 staff have already one jab with more booked in.

**5.3 Royal Commission (RC) for Defence Personnel and Veteran suicide:** If we are aware of any past suicides or mental health issues in our area, then we need to communicate them to the special Committee that RSL Vic has established.

#### **6.0 CONFIDENTIAL MATTERS:**

None.

The meeting closed at 1639hrs.

President .....