

# Finance and Planning Committee

# Agenda

Date: Wednesday 5 June 2024

Time: 5.30pm

**Venue: Civic Centre (Council Meeting Room)** 

13 Mair Street, Benalla

Any person wishing to participate in public submissions in accordance with Rule 7.3 of the *Governance Rules 2020* should contact the Council by emailing council@benalla.vic.gov.au or telephoning Governance Coordinator Jess Pendergast on (03) 5760 2600.

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

Members of the public are encouraged to watch the live broadcast of the meeting at www.benalla.vic.gov.au

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# Agenda

**Chair** Cr Bernie Hearn

**Councillors** Councillor Danny Claridge (Mayor)

Councillor Peter Davis
Councillor Don Firth

Councillor Punarji Hewa Gunaratne

Councillor Justin King
Councillor Gail O'Brien

In attendance Dom Testoni Chief Executive Officer

Robert Barber General Manager Corporate

Cathy Fitzpatrick Manager Finance

Tom Arnold Community Development and Recreation Coordinator

Jess Pendergast Governance Coordinator

#### Opening and Acknowledgment of Country

The Chair will open the meeting and recite 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**

#### Recommendation:

That the apology/ies be accepted.

#### **Governance Matters**

This Committee Meeting is 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 will be audio recorded and made available for public access, with the exception of matters identified as confidential items in the agenda.

#### **Behaviour at Meetings**

Members of the public present at a meeting must remain silent during the proceedings other than when specifically invited to address the Committee.

The Chair may remove a person from a meeting for interjecting or gesticulating offensively after being asked to desist, and the chair may cause the removal of any object or material that is deemed by the Chair to be objectionable or disrespectful.

The Chair may call a break in a meeting for either a short time, or to resume another day if the behaviour at the Council table or in the gallery is significantly disrupting the meeting.

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

In accordance with the *Local Government Act 2020*, a Councillor must declare any Conflict of Interest pursuant to Section 130 of the Act in any items on this Agenda.

At the time indicated in the agenda, a Councillor with a conflict of interest in an item on that agenda must indicate they have a conflict of interest by clearly stating:

- the item for which they have a conflict of interest
- whether their conflict of interest is general or material; and
- the circumstances that give rise to the conflict of interest.

Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor must indicate to the meeting the existence of the conflict of interest and leave the meeting.

#### **Business**

#### 1. Proposed 2024/25 Budget - Hearing of Submissions

SF/2485-09
Cathy Fitzpatrick – Manager Finance
Robert Barber – General Manager Corporate
Dom Testoni – Chief Executive Officer

#### **PURPOSE OF REPORT**

The report presents submissions received on the proposed 2024/25 Budget.

#### **BACKGROUND**

The Council at its meeting on Wednesday 1 May 2024 resolved:

- 1. That the proposed 2024/25 Budget be endorsed for public exhibition for a period of at least 28 days from 2 May 2024.
- 2. That submissions relating to the proposed 2024/25 Budget be heard at a meeting of the Finance and Planning Committee on 5 June 2024.
- **3.** That the Council consider submissions relating to the proposed 2024/25 Budget at a Council meeting on 19 June 2024.
- **4.** That the Council consider the adoption of the 2024/25 Budget at a meeting of the Council on Wednesday 26 June 2024.

Public notice of the proposed 2023/24 Budget was given on the Council's website on 2 May 2024 and in the Benalla Ensign on Wednesday 15 May 2024.

Feedback was also sought via the Council's website and promoted on social media.

A community information session was held on Thursday 23 May 2024 at the Benalla Civic Centre.

The submission period closed 5pm Thursday 30 May 2024.

#### **DISCUSSION**

At the close of the submission period eight submissions had been received from:

- Trudi Eaton
- U3A Benalla Committee Margaret Jenkins
- Roman Kaminski
- Churchill Recreation Reserve Committee Management Kathryn De Fazio
- Munro Avenue Preschool Michelle Lindsay
- Belinda Hoffman

- Benalla Art Gallery Foundation Winsome McCaughey
- Friends of the Benalla Art Gallery Jane Grimwade

Submissions are attached as **Appendix 1**.

In accordance with the Council's *Governance Rules 2020*, submitters have been invited to address the Finance and Operations Committee in support of their submissions.

#### **COUNCIL PLAN 2021-2025**

The Budget is a rolling four-year plan that outlines the financial and non-financial resources required to achieve the strategic directives described in the Council Plan.

#### **COMMUNITY ENGAGEMENT**

In accordance with the Council's *Community Engagement Policy* community engagement on the proposed *2024/25 Budget* was undertaken at the 'Involve' level under the International Association for Public Participation's IAP2 public participation spectrum as detailed in the table below:

Level of Public Participation	Promise to the community	Techniques used	
Involve	Work with the community to ensure their concerns or aspirations are reflected in the alternatives developed. Feedback provided on how community input influenced the decision.	<ul> <li>Community input sought via 'the Hive' community engagement website prior to the development of the proposed budget.</li> <li>Public report presented to Council.</li> <li>Public notice in the Benalla Ensign and on the Council website.</li> <li>Proposed 2024/25 Budget to be exhibited and feedback invited.</li> <li>Promotion of proposed 2024/25 Budget via media, website and social media.</li> <li>Community information session conducted.</li> <li>Proposed 2024/25 Budget made available in hardcopy for review at key locations.</li> <li>Audit and Risk Committee invited to provide feedback.</li> </ul>	

A 2024/25 Budget Community information session was held on Thursday 23 May 2024.

#### OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

#### **CONCLUSION**

Submissions will be considered at the Finance and Planning Committee on 19 June 2023.

The proposed 2024/25 Budget will be considered for adoption at the Council meeting on 26 June 2024.

#### **Recommendation:**

That the submissions be received.

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No.	Name	Submission
1.	Trudi Eaton	Dear Benalla council and councillors.  I would like to thankyou for your dedication and commitment to our wonderful town of Benalla. It is indeed a beautiful part of the world.  I would like to propose that the footpaths around the town are old, dilapidated and in need of repair. The new footpaths going out to the race course sounds a bit like a white elephant. And I feel money would be better spent improving the old footpaths around town. The towns gutters are in a poor state as well. Hanna street is just one example.  I am concerned that we don't have sufficient parking in the CBD. Could this be improved by having angle parking? I'm excited that your goals are to promote a flourishing thriving business and tourism industry.  I am concerned for our young people and the sense of hopelessness they feel which results in crimes and general bad behaviour. Could we engage a youth development officer to find ways to stimulate and encourage our young people. They are our future after all. I am happy with the waste management plans. Thankyou kindly for your time and consideration
2.	U3A Benalla Committee – Margret Jenkins	Mayor, Councillors and CEO, In the Proposed 2024/25 Budget of Benalla Rural City Council (BRCC) strategic objectives of BRCC are stated as firstly Community: Council aspires to a healthy, safe and resilient community, and a connected, involved and inclusive community. This statement proceeds to say that Council supports "programs, services and activities and events that support, develop and connect community members of all abilities and lead the community to be age friendly and child and COVID safe."  Benalla has an ageing population. According to the 2021 census, 46% of Benalla's population are aged 55 years or older, as compared to 28% of the Victorian population and 29% of the Australian population. The Benalla Seniors and Community Centre is currently an excellent BRCC facility. It was built in the 1980's, and although it has had two refurbishments, has not been extended since it was built.  U3A Benalla is an organisation for retired or semi-retired people aged 55 years or older. Currently U3A Benalla occupy two rooms at the Benalla Seniors and Community Centre and offer our 408 members 46 different activities. These activities provide entertainment, enjoyment, physical activity, mental stimulation and social interaction, all of which are important for our member's mental health.  Each group or activity is organised by a volunteer Convenor who is passionate about the subject or group they are organising. In 2023 U3A Benalla realised that our Convenors, Committee, Newsletter and Website Manager contribute a total of 700 hours of volunteer work to our Benalla community each month. The two rooms that U3A Benalla occupy at the Benalla Seniors and Community Centre include the main room which is 14 m x 5m and will comfortably hold 30 people when tables are taken out of the room. The second room which is 5m x 5m will seat 10 people, and is useful for only the smallest U3A groups or one on one assistance in some programs.  Enrolments in 2024 for some of the groups which use the larger room are Music Appreciation 44

No.	Name	Submission
		These groups include:  Garden Appreciation has 94 members (held at various gardens and outings by bus)
		<ul> <li>Exercises for fun – 82 (held weekly in Auditorium of Benalla Seniors and Community Centre)</li> <li>Wine Appreciation – 67 (held at various wineries and lunch afterwards nearby)</li> <li>Easy Walks – 53 (various out door locations)</li> <li>Community Singing – 38 (held at the Hub Cooinda)</li> <li>Singing for Fun – 48 (held at the Hub Cooinda)</li> <li>Chat n Chew – 48 (held at various eateries in Benalla)</li> <li>Art Appreciation – 42 (held at Benalla Art Gallery)</li> <li>Whilst U3A Benalla's members are mostly from Benalla and the surrounding district, we are noticing an increase in people from outside localities joining our organisation. Examples of this is Wine Appreciation which has members from Albury, Wangaratta and Greta, the Creative Writing group which has members from Bonnie Doon and Wangaratta, whilst our Exercise group has members from Glenrowan and Wangaratta.</li> <li>U3A Benalla is a successful growing organisation which currently has 408 members. We had a 22 % increase in membership in 2023, and currently have a 2% increase in membership this year. We are providing 46 courses or activities which are enjoyed by our members.</li> <li>However, for U3A Benalla to keep expanding we require a room which will accommodate 40 to 45 people with adequate nearby parking and appropriate facilities. We cannot provide this ourselves.</li> <li>U3A Benalla were pleased to note that under Major Initiatives in the Proposed 2024/25 Budget of BRCC point 2 which states "Adopt and start implementation of the Fawckner Drive Precinct Masterplan".</li> <li>U3A Benalla hope that in the Implementation of the Fawckner Drive Precinct Masterplan Benalla Rural City Council will include building an extra room to accommodate groups of 40 – 45 members adjacent to the Benalla Seniors and Community Centre.</li> </ul>
3.	Roman Kaminski	BRCC Proposed Budget 2024-2025: Concerns and Call for Transparency. In the BRCC Proposed Budget 2024-2025 meeting on May 1, 2024, Cr Puna Gunaratne expressed his reservations about supporting the draft budget for community consultation. He emphasized the need to delve deeper into the budget's intricacies to fully understand its implications.  During the discussion, Cr Davis urged Cr Gunaratne to consider reducing council services and staff, and even suggested the possibility of eliminating the landfill. However, it's noteworthy that there was no mention by Cr Davis of reducing council consultancy fees or re-evaluating the leasing of the Mayor's Tesla EV vehicle. Cr Gunaratne raised concerns about certain councilors prioritizing expensive consultancy services over concrete financial data, particularly in the case of a proposed cinema project. Despite the significant costs involved, there was a lack of transparent information regarding the budgetary impact of this venture. As an engaged ratepayer, I reached out to Cr Davis for clarification on the BRCC cinema project but received no response. This lack of communication is disappointing, especially considering Cr Davis's call for constructive input from ratepayers. Similarly, my inquiry to Cr Hearn regarding the proposed Midland Hwy project (footpath from town to the Benalla Racecourse at \$150,000) yielded vague information. While acknowledging the budgetary constraints, Cr Hearn's response lacked clarity on the project's funding structure and the extent of government involvement, example is it \$1 for \$1 with state or federal governments. As a member of the community, I

No.	Name	Submission
		advocate for greater transparency and accountability in council decisions. Ratepayers deserve clear and comprehensive information to make informed assessments of proposed projects and their financial implications. It's imperative that councilors prioritize open communication and provide detailed insights into budget allocations, particularly for projects that significantly impact taxpayers. Moving forward, I urge councilors to address these concerns and actively engage with constituents to foster a more transparent and inclusive decision-making process. Only through open dialogue and collaboration can we ensure that the BRCC budget reflects the needs and priorities of the community it serves.
4.	Churchill Recreation Reserve Committee of Management – Kathryn De Fazio	The Committee of Management for the Churchill Recreation Reserve supports, without reserve, the key initiative published in the 2024/2025 Rural City of Benalla Budget that proposes to Develop a Masterplan for Churchill Recreation Reserve.
5.	Munro Avenue Preschool - Michelle Lindsay	I would like to see Munro Avenue Preschool assisted in maintaining our grounds. The educators and parents help as much as we can, we all volunteer our time.  Please help us maintain this hidden educational gem in Benalla.  New signage at the end of our avenue would be appreciated, not many people know we are even here. We provide a high quality non-for-profit Early Childhood program with highly qualified staff.  Please help our preschool built in 1971. I understand we are under a "peppercorn" lease and we appreciate this. However, we provide an invaluable service to some of our most vulnerable families in Benalla.
6	Belinda Hoffman	Put BBQ s in at Lake Nillachootie and maybe some shades. This would benefit everyone in the Shire and beyond.

#### The Benalla Art Gallery Foundation

#### 28 May 2024

**TO:** The Mayor, The Councillors and The Chief Executive Officer, The Benalla Rural City Council Benalla, Victoria 3672

Dear Mayor, Councillors and CEO,

#### RE: Budget Submission on Securing a Sustainable Financial Future for Benalla Art Gallery

I write to on behalf of Benalla Art Gallery Foundation Directors to congratulate the Council on securing the \$3M grant from the Growing Regions Program (GRP) and to respectfully request the Council to consider associated Budget matters concerning future Budget years.

The \$3M grant from the GRP is great news for whole Gallery Redevelopment. Not only will it enable Council to complete Stage 1 and fix the most severe Gallery *building* problems. It lays the groundwork for Stage 2 of the Redevelopment, which is so critical to securing income for the Gallery's *operational* future. The fact that three levels of Government now support the Gallery is already instilling confidence in potential donors the Foundation is in touch with.

#### Redevelopment of Stage 2 is critical to securing Gallery's *operational* financial future.

Why? Because Stage 2 provides additional spaces for:

- Blockbuster Exhibitions that the Gallery can then stage and charge entry. Other regional galleries advise us that Blockbusters generate around \$320k p.a. for them.
- Community Outreach Programs that attract public, philanthropic and donor support.
- Restaurant and functions that generate additional regular income from rent and hire.
- A real Gallery Shop that will generate significant additional direct and on-line income.

The additional spaces will increase the number of visitors to the Gallery. Additional visitors mean more data on potential donors captured, and more income for Benalla businesses.

CRM & Point of Sale (POS) System is critical to securing the Gallery's financial future
The Gallery also needs an integrated POS/CRM System to secure its financial future- one
that can capture the data and income generated from its 80,000 visitors — or 200,000 p.a.
post Stage 2 of the Redevelopment. Additional income a CRM/POS will generate includes:

- **Commercial income** through increasing Gallery Shop sales direct and on-line and POS tickets to major exhibitions and events; through hire of spaces and more.
- **Membership Income** by following up visitors and encouraging them to join the Gallery.
- **Donor income** with the Foundation, by encouraging individuals to be annual donors.
- *Major Philanthropic income* with Foundation, by building on-line relationships with scores of public and private Trusts and Foundations and with high-net-worth individuals.

An integrated POS /CRM System can secure these financial benefits. Without it they cannot. The Directors of the Foundation are therefore pleased to advise the Council that, after exhaustive research by skilled consultants and detailed discussions with senior Council Officers, the Foundation has donated amounts that total \$27,500 to the Gallery, to enable Council to purchase an integrated CRM and POS System. FY 2025 licensing fees are covered by the donation. In discussions leading up to the decision, it was considered reasonable for licensing fees for a further two financial years to be covered by Council. Net fees p.a. to Council is anticipated to be some \$13k p.a. We hope this is acceptable, given the benefits.

In addition, the Directors of the Foundation are also pleased to advise that we are engaging PW Strategy as the **Business Development Team** to work with the Gallery, the Foundation and other supporters in raising additional capital and operational funds the Gallery needs from philanthropic sources and from establishing a Gallery Annual Giving Program. The Team involves two highly skilled professionals working part time. They have begun quietly in small ways and plan to be fully on-board by July 2024.

Thank you for your attention and kind regards

Winsome

Winsome McCaughey AO Chair, Benalla Art Gallery Foundation.

To: CEO Dom Testoni, The Mayor and Benalla Rural City Councillors Benalla Rural Council Benalla. Vic 3672

Dear CEO, The Mayor and Councillors.

#### RE: Budget submission 2024-2025 in relation to Benalla Art Gallery's financial future.

I would like to take this opportunity to congratulate the Benalla Council on receiving \$3K grant from the Federal Growing Regions (GRP) program for the Benalla Art Gallery.

I write on behalf of the Friends of The Benalla Art Gallery, volunteers and members in asking the Benalla Council to consider and financially support the redevelopment project in their budget allocations for 2024 -2025.

To receive grants from both State and Federal Government's clearly indicates that Government at both levels has considerable faith in the future of the Benalla Art Gallery and the aim to bring it up to the standard of other regional Galleries in Victoria.

**Stage 2**. With this grant enabling the redevelopment to progress to Stage 2, building on Stage 1 it is a critical point in the redevelopment's operational future and of considerable benefit to the future of tourism visitations and the Benalla economy.

**Stage 2** will provide the opportunity for additional the spaces, block buster and travelling exhibitions, philanthropic and donor support and return our gallery to the 'Jewel in the Crown' it once was.

Already we punch above our weight compared to other Galleries, the result of an exceptional hardworking team, volunteers and community support which is unsustainable without additional resources with the commitment and work load ahead.

I would like council to consider a budget allocation for gallery staffing that brings us up to the ratio determined by the value of our collection and in line with other regional galleries and allow the talented staff to continue to present a professional and viable Gallery.

The Gallery Director and his team have a major role in securing future funding as demonstrated by the combined application with Council to the Growing Regions funding application. Understaffing brings burnout and departure which we can ill afford and after receiving both state and federal Government grants, and support from the Director of the NGV Tony Wellwood, if we become unable to meet an acceptable level of competency it will destroy our credibility as a professional Gallery.

#### **Budget recommendation**.

I would like council to give consideration to this request for at least one additional staff member in the 2024-2025 budget to help maintain stability and lighten the work load.

#### The Foundation POS/CRM

The Formation of the Foundation and securing Government grants both Federal and State, the formation of a Business Development Team and an integrated POS /CRM system is critical to the Galleries financial future.

The CRM system enables the capture of data and income generated from the following sources. Commercial income, membership income, Donor income and Major Philanthropic income.

<u>Budget recommendation</u>. The Foundation has made a financial contribution to enable Council to purchase a system and I urge council to consider supporting this system in the budget beyond the 2024-2025 period to provide and demonstrate financial stability.

#### Philanthropic Relationships.

Philanthropists are shrewd investors with their giving and it takes considerable time to build these relationships based on the professionalism of the organisations and the benefits to those involved.

To quote the philanthropist, Rupert Myer AO, Art enriches our lives, unites our communities and ignites our economy.

Moving forward, with the support already received from government bodies, BRC Council and the public sector we are in a position to grow exponentially with the experts in our **PW Strategy Business Development Team** to work with donors, philanthropists and all stake holders in raising additional capital. This will enable the Foundation to present a totally professional organisation that will attract philanthropic relationships in support of the Art Gallery and subsequently enrich the Benalla Community.

Philanthropy is the lynch pin for securing the Art Galleries future and must be nurtured.

#### **Gallery Tourism.**

The visiting public today are constantly seeking different experiences in the tourism arena. They are seeking the unspoiled environment, health benefits, low cost and family orientated activities. The Art Gallery position on the banks of lake Benalla situated in our beautifully maintained Heritage Botanical Gardens captures what tourists are currently looking for. Our Nature in natural form, i.e. lake walk and Botanical gardens, food, and culture has a captive audience.

The proposed café venue will provide a multitude of opportunities for dinning, fund raising events, the Gallery shop to provide local artist exhibitions, quality merchandise all contribute to increased visitations, exposure to the area and to the financial security of the Gallery.

Thank you for considering this application with regard to funding in the 2024-2025 budget by supporting the Benalla Art Gallery to guarantee its viable future.

I am aware of the difficulty in allocating budget funds across the board but the Art Gallery and its situation is our greatest asset for attracting tourism that can then spread to the surrounding area.

Jane Grimwade
President of the Friends of the Benalla Art Gallery
Founder of the Benalla Art Gallery & Life Member

#### 2. Draft Fair Access Policy - Hearing of Submissions

SF/265

Tom Arnold – Community Development and Recreation Coordinator

Jane Archbold – Manager Community

#### PURPOSE OF REPORT

The report presents submissions received for the draft Fair Access Policy.

#### **BACKGROUND**

The Council at its meeting held Wednesday 24 April 2024 resolved:

That the draft Fair Access Policy be endorsed for public exhibition for a period of at least 28 days.

The public exhibition period was opened Friday 26 April 2024.

To promote and encourage community input the following activities were completed:

- Public notice of the draft Fair Access Policy was given on the Council's website on 26 April 2023 and via Council's social media.
- Advertised in the Benalla Ensign on Wednesday 1 May 2024.
- Direct emails, meetings and communications with sports clubs, recreation facility contacts and Committee of Management contacts.

The submission period closed at 5pm Thursday 30 May 2024.

The draft *Fair Access Policy* seeks to address known barriers experienced by women and girls in accessing and using community sports infrastructure and applies to community sports infrastructure where the Council is the land manager and/or operator of the facility.

#### **DISCUSSION**

At the close of the submission period the draft *Fair Access Policy* consultation one submission was received from Simon Olsen (refer **Appendix 1**).

In accordance with the Council's *Governance Rules 2020*, submitters have been invited to address the Finance and Operations Committee in support of their submissions.

#### COUNCIL PLAN 2021-2025 IMPLICATIONS

#### Community

- A healthy, safe and resilient community.
- A connected, involved and inclusive community.

#### Leadership

- Good governance.
- Engaged and informed community.
- Effective and responsive advocacy.

#### **COMMUNITY ENGAGEMENT**

In accordance with the Council's *Community Engagement Policy*, community engagement was undertaken at the 'consult' level under the International Association for Public Participation's IAP2 public participation spectrum as detailed in the table below:

Level of Public Participation	Promise to the community	Techniques used	
Consult	We will provide information and consider feedback prior to making a decision.	<ul> <li>Policy presented in a public report to the Council.</li> <li>Report and draft Policy published on Council's website.</li> <li>Public Notice published in <i>Benalla Ensign</i></li> <li>Feedback invited via Surveys.</li> <li>Feedback invited via social media.</li> <li>Council staff to meet with key stakeholders.</li> </ul>	

#### **OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

#### CONCLUSION

Submissions will be considered at the Finance and Operations Committee on 19 June 2024.

The draft *Fair Access Policy* will be considered for adoption at the Council meeting on 26 June 2024.

#### Recommendation:

That the submission be received.

## **Draft Fair Access Policy Online Submissions**

No.	Name	Submission
1.	Simon Olsen	I agree with the policy, however I'm curious as to how it's going to be implemented. The key, public facing roles within council when its comes to sport are predominantly men. The community sporting groups are dominated by men - and specifically men over 45 - in terms of their leadership and committee's. This is a problem. These aren't spaces for women. It's old, misogynist attitudes and behaviours.
		Who's actually going to engage with the women and the girls? Who's going to listen to them?
		If there's going to be engagement with local sporting groups, the first part of that should be a review of their management to find out the percentage of women in leadership roles. Why aren't there more? What is being done about it?
		A policy such as fair access is only going to be effective if men like myself commit to making a space and a place for girls and women.
		Boys in sporting club environments never question whether they're allowed to be on the court or the field; they just take the space. They don't look, they don't consider if there's girls already there. They've been conditioned and allowed to do this; that needs to stop.
		Girls have also been conditioned to be wait until they're given permission to take ownership of a space; that needs to change.
		You change behaviours by changing attitudes and that's going to be the biggest hurdle when it comes to implementing a policy like this.
		Girls and women need to be given priority when it comes to facilities, time slots, equipment and access.
		They need to be listened too.
		I would recommend amending this submission process to include age groupings and gender of the people responding; that to me is of critical importance.
		If women aren't providing feedback, why?

### 3. Urgent Business

**Closure of Meeting**