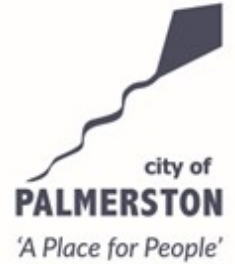


AGENDA



VIBRANT ECONOMY ADVISORY COMMITTEE MEETING THURSDAY 6 FEBRUARY 2025

Due to a lack of Quorum for the Meeting on 28 January 2025 at 6pm the Chairperson adjourned the meeting until a later date in Council Chambers, in accordance with Palmerston (Procedures for Meetings) Bylaws 2003, Part 2 Section 5 (3).

The Vibrant Economy Advisory Committee Meeting of City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5:30 PM.

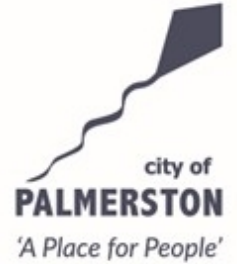
Council business papers can be viewed on City of Palmerston's website palmerston.nt.gov.au or at the Council Office located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830.

A handwritten signature in black ink, appearing to read 'NADINE NILON', is positioned above a horizontal line.

NADINE NILON
CHIEF EXECUTIVE OFFICER



AGENDA



VIBRANT ECONOMY ADVISORY COMMITTEE MEETING

TUESDAY 28 JANUARY 2025

The Vibrant Economy Advisory Committee Meeting of City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5:30 PM.

Council business papers can be viewed on City of Palmerston's website palmerston.nt.gov.au or at the Council Office located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830.

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NADINE NILON
CHIEF EXECUTIVE OFFICER



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4.2 Audio/Audio visual conferencing previously granted

5 DECLARATION OF INTEREST

5.1 Committee members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of minutes

THAT the Minutes of the Vibrant Economy Advisory Committee Meeting held on 21 October 2024 pages 36 to 40 be confirmed.

6.2 Business arising from previous meeting

7 DEPUTATIONS AND PRESENTATIONS

8 CONFIDENTIAL ITEMS

8.1 Moving confidential items into open

8.2 Moving open items into confidential



8.3 Confidential items

Nil

9 OFFICER REPORTS

COMMITTEE REPORT

Committee Meeting

| | |
|----------------------|--|
| Agenda Item: | 9.1.1 |
| Report Title: | Terms of Reference Review - Vibrant Economy Advisory Committee |
| Meeting Date: | Tuesday 28 January 2025 |
| Author: | Executive Assistant to General Manager People & Place, Emily Dehne |
| Approver: | Acting General Manager People and Place, Emma Blight |

Community plan

Governance: Council is trusted by the community and invests in things that the public value.

Purpose

This Report presents the reviewed Vibrant Economy Advisory Committee Terms of Reference.

Key messages

- At its 1st Ordinary Meeting on 5 November 2024, Council endorsed the remuneration of Council Committee Members at \$200 per meeting attended.
- The Terms of Reference have been reviewed to reflect the updated remuneration arrangements for Community Members.

Recommendation

1. THAT Report entitled Terms of Reference Review - Vibrant Economy Advisory Committee be received and noted.
2. THAT the Vibrant Economy Advisory Committee recommends to the Council:
 - a. THAT Council endorses the reviewed Terms of Reference for the Vibrant Economy Advisory Committee as **Attachment 9.1.1.3**.

Background

The Vibrant Economy Advisory Committee (VEAC) was established at the 2nd Ordinary Council Meeting of 15 March 2022 as an advisory body to Council providing advice relating to the actions and priorities to the Palmerston Local Economic Plan. The Advisory Committees have no delegation of authority, and are intended to inform on Committee related issues.

During the 1st Ordinary Council meeting of 5 November 2024, Council made the following decision:

13.1.1 Review of Council Committee Remuneration

Moved: Councillor Morrison
Seconded: Councillor Henderson

- 1. THAT Report entitled Review of Council Committee Remuneration be received and noted.*
- 2. THAT Council endorses Option Four from report entitled Review of Council Committee Remuneration as the applicable remuneration for Council Advisory Committee members and that this remuneration commences from the next applicable committee meeting with the Terms of Reference amended accordingly.*

CARRIED (5/0) - 10/1594 - 5/11/2024

This report seeks to present a review of the Terms of Reference (ToR) following the Council's decision to remunerate Committee Members.

Discussion

The recent decision by Council to introduce remuneration for Advisory Community Committee members necessitates a review of the VEAC ToR. This change reflects the Council's commitment to recognising the valuable contributions of community members while ensuring governance processes are up to date.

Council staff have undertaken a review of the VEAC ToR to incorporate this additional requirement for remuneration with changes to phrasing, punctuation and formatting.

The key amendments include:

- Updated template to align with City of Palmerston's brand refresh; and
- Added remuneration details in alignment with Council's endorsed remuneration rate of \$200 per meeting attended.

The recommended changes are detailed in **Attachment 9.1.1.2**, with the updated policy presented in **Attachment 9.1.1.3** for Council's consideration.

Consultation and marketing

The following City of Palmerston staff were consulted in preparing this Report:

- Executive Manager Organisational Performance

Policy implications

This report pertains to the Vibrant Economy Advisory Committee Terms of Reference.

It outlines recommended changes to ensure the Terms of Reference reflect the Council's recent decision to introduce remuneration for Advisory Committee Community members. These updates align with Council's governance framework and the objectives of the Inclusive, Diverse and Accessible Policy.

Budget and resource implications

There are no budget or resource implications relating to this Report.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

6. **Governance**
Failure to effectively govern.

Strategies, framework and plans implications

This Report relates to the following City of Palmerston Strategies, Framework and Plans:

- Inclusive, Diverse and Accessible Policy Framework

Council officer conflict of interest declaration

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

Attachments

1. 20240507 Terms of Reference Vibrant Economy Advisory Committee CURRENT VERSION [9.1.1.1 - 3 pages]
2. 20241206 Terms of Reference Vibrant Economy Advisory Committee TRACKED CHANGES [9.1.1.2 - 4 pages]
3. 20250128 - Terms of Reference - Vibrant Economy Advisory Committee - FINAL [9.1.1.3 - 4 pages]



TERMS OF REFERENCE

| | | | |
|----------------------|------------------------------------|-------------------|----------|
| Committee Name: | Vibrant Economy Advisory Committee | | |
| Type: | Council Advisory Committee | | |
| Responsible Officer: | General Manager People and Place | | |
| Owner: | Chief Executive Officer | | |
| Approval Date: | 07/05/2024 | Next Review Date: | May 2026 |
| Records Number: | 496740 | Council Decision: | 10/1320 |

1 PURPOSE

To provide advice to Council relating to actions and priorities relating to the Palmerston Local Economic Plan and its Action Plan. These terms of reference set guidelines for the operations of the Vibrant Economy Advisory Committee (VEAC).

2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council in identifying economic development opportunities, improving the services provided to the community, in accordance with legislation and council policies.
- 2.2 Provide strategic business focus, industry perspective and balanced input for the implementation of the Local Economic Plan and its Action Plan.
- 2.3 Provide business perspective and advise on economic development issues or opportunities or Council's relevant plans and strategies.
- 2.4 Establish productive working relationships and ongoing communication between Council and the business community.
- 2.5 Increase partnerships in place between the Council and other levels of government to build a vibrant economy and community in Palmerston.
- 2.6 Draw on and share the expertise of specialists, as appropriate.

3 AUTHORITY/DELEGATION

The VEAC is an advisory body to Council and does not hold any decision-making powers. The Committee is responsible to recommend a course of action to Council on matters falling within its function.

4 MEMBERSHIP

- 4.1 Members are appointed by the Council.
- 4.2 The City of Palmerston shall appoint suitably qualified or experienced individuals to be members of the Committee based on its purpose, being:
 - Two Councillors and one Councillor as alternate member
 - Maximum two Community Members
 - Maximum two members of relevant business or property associations
 - Maximum three members being local business owners from varying sectors
 - One Representative of the Department of the Chief Minister and Cabinet
 - Mayor as ex-officio member
- 4.3 The Chairperson will be a Councillor holding membership to the committee.
- 4.4 The Mayor will be ex-officio member.



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TERMS OF REFERENCE

- 4.5 Council staff attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless specified.

5 TERMS AND VACANCIES

- 5.1 Membership term of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.
- 5.2 Membership term for all other members will be for two years.
- 5.3 Council officers will invite relevant business associations to hold representation on the Committee.
- 5.4 Representatives shall be nominated by the appointed organisations.
- 5.5 A member who fails to attend three consecutive meetings without providing apology is considered to have resigned their membership.
- 5.6 The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the committee's term, or as required.

6 COMMUNITY MEMBER SELECTION PROCESS

- 6.1 In considering expressions of interest, applicants are expected to:
- Hold a special interest in development of the local economy.
 - Contribute positively to the work of Committee by actively participating in meetings.
 - Represent community interest as a whole and not as individual interest.
 - Be respectful of diverse views and work collaboratively
 - Palmerston resident or owner of a Palmerston local business.
- 6.2 Community and local business representatives shall be considered by submitting an Expression of Interest Form available on the Council website.
- 6.3 Submissions received will be submitted to a confidential Meeting of Council for consideration.

7 MEETINGS

- 7.1 **Notice of Meetings and Business Papers**
The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 7.2 **Regularity**
Meetings will be held quarterly, or more frequently as required.
- 7.3 **Attendance**
- 7.3.1 Meetings are open to the public unless confidential business is being considered.
- 7.3.2 Guests or Network Members may be invited to attend meetings to provide advice or update on relevant matters by approval of the Advisory Committee Chair and responsible officer.
- 7.4 **Quorum**
Quorum consists of a majority of its members holding office at the time of the meeting, maintaining one Councillor as the Chairperson.
- 7.5 **Chairperson Responsibilities**
- 7.5.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws* and according to the agenda.
- 7.5.2 Ensuring all discussion items end with a decision, action, or appropriate outcomes.
- 7.5.3 Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson and if unavailable the meeting will be postponed.



TERMS OF REFERENCE

7.6 Voting

7.6.1 For voting purposes, the Chairperson shall accept motions moved and seconded by members of the Committee, by show of hands.

7.6.2 A Committee decision is by majority vote of voting members present at a meeting.

7.7 Minutes

Meeting minutes will be distributed to members within ten working days after a meeting and presented to Council at its next Ordinary Meeting.

8 CONDUCT

8.1 Conflicts of interest

Committee Members must declare any real or perceived conflicts of interest when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda items on the approved Council form.

8.2 Code of Conduct

All Committee Members are required to abide with Schedule 1 of the *Local Government Act 2019 Code of Conduct for Elected Members and Committee Members*.

8.3 Committee Representation

Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer.

9 PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committees performance to Council prior to the end of financial year.



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TERMS OF REFERENCE

| | | | |
|----------------------|------------------------------------|-------------------|--------------|
| Committee Name: | Vibrant Economy Advisory Committee | | |
| Type: | Council Advisory Committee | | |
| Responsible Officer: | General Manager People and Place | | |
| Owner: | Chief Executive Officer | | |
| Approval Date: | 07/05/2024 | Next Review Date: | January 2027 |
| Records Number: | 496740 | Council Decision: | 10/1320 |

1 PURPOSE

The ~~Vibrant Economy Advisory Committee (VEAC)~~ provides strategic advice to Council relating to actions and priorities relating to the Palmerston Local Economic Plan and its Action Plan. These terms of reference set guidelines for the operations of ~~the Vibrant Economy Advisory Committee (VEAC)~~ VEAC.

2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council in relation to identifying economic development opportunities, and improving the services provided to the community, in accordance with legislation and council policies.
- 2.2 Provide strategic business focus, industry perspective and balanced input for the implementation of the Local Economic Plan and its Action Plan.
- 2.3 Provide business perspective and advise on economic development issues or opportunities ~~or~~ and Council's relevant plans and strategies.
- 2.4 Establish productive working relationships and ongoing communication between Council and the business community.
- 2.5 Increase partnerships in place between ~~the~~ Council and other levels of government to build a vibrant economy and community in Palmerston.
- 2.6 Draw on and share the expertise of specialists, as appropriate.

3 AUTHORITY/DELEGATION

The VEAC is an advisory body to Council and does not hold any decision-making powers. The Committee is ~~responsible~~ authorised to recommend a course of action to Council on matters falling within its ~~function~~ objectives.

4 MEMBERSHIP

- 4.1 Members are appointed by the Council.
- 4.2 ~~The City of Palmerston Council~~ shall appoint suitably qualified or experienced individuals to be members of the Committee based on its purpose, being:
 - Two Councillors as members and one Councillor as alternate member
 - Maximum two Community Members
 - Maximum two members of relevant business or property associations
 - Maximum three members being local business owners from varying sectors
 - One Representative of from the Department of the Chief Minister and Cabinet
 - ~~Mayor as ex-officio member~~
- 4.3 The Chairperson will be a Councillor holding membership to the committee.
- 4.4 The Mayor will be ex-officio ~~m~~Member.



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TERMS OF REFERENCE

- 4.5 Council staff will attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless specified invited to by the committee.

5 TERMS AND VACANCIES

- 5.1 Membership term of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.
- 5.2 Membership term for all other ~~m~~Members will be for two years from date of appointment.
- 5.3 Council officers will invite relevant business associations to hold representation on the Committee.
- 5.4 Representatives shall be nominated by the appointed organisations.
- ~~5.5~~ A ~~m~~Member who fails to attend three consecutive meetings without providing an apology is considered to have resigned their membership.
- ~~5.5.6~~ Following the confirmed resignation of a member, Council will actively fill the position.
- ~~5.6.7~~ The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the committee's term, or as required.

6 COMMUNITY MEMBER SELECTION PROCESS

- 6.1 In considering expressions of interest, applicants are expected to:
- Hold a special interest in development of the local economy.
 - Contribute positively to the work of the Committee by actively participating in meetings.
 - Represent community interest as a whole and not as individual interest.
 - Be respectful of diverse views and work collaboratively
 - Be a Palmerston resident or owner of a Palmerston local business.
- 6.2 Community and local business representatives ~~shall can~~ be considered by submitting an Expression of Interest Form, which is available on the Council website HERE.
- 6.3 Submissions received will be submitted to a confidential Meeting of Ordinary Council Meeting for consideration.

7 MEETINGS

- 7.1 Notice of Meetings and Business Papers
The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- ~~7.2~~ Regularity Meeting Schedule
- ~~7.2~~
- ~~7.2.1~~ Meetings will be held quarterly, or more frequently as required.
- ~~7.2.2~~ The meeting schedule will be proposed to the committee in the last meeting of the calendar year and submitted to the next Ordinary Council Meeting for endorsement.
- 7.3 Attendance
- 7.3.1 Meetings are open to the public unless confidential business is being considered.
- 7.3.2 Guests or ~~NBusiness Representatives network Members~~ may be invited to attend meetings to provide advice or update on relevant matters by approval of the ~~Advisory C~~committee ~~C~~chairperson and responsible officer.
- 7.4 Quorum
Quorum consists of a majority of its committee mMembers holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.



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TERMS OF REFERENCE

7.5 Chairperson Responsibilities

7.5.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws* and according to the agenda.

7.5.2 Ensuring all discussion items end with a decision, action, or appropriate outcomes.

~~7.5.3 Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson and if unavailable the meeting will be postponed.~~

~~7.5.3~~

7.6 Voting

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7.6.2 A Committee decision is by majority vote of voting ~~m~~MMembers present at a meeting.

7.7 Minutes

~~7.7.1~~ Meeting minutes will be distributed to ~~m~~MMembers within ten working days after a meeting and presented to Council at its next Ordinary Council Meeting.

8 REMUNERATION

8.1 Entitlement

~~8.1.1 Community Members of the Vibrant Economy Advisory Committee shall receive remuneration of \$200 per meeting attended.~~

8.2 Applicable Meetings

~~8.2.1 Remuneration is applicable for attendance at formally convened committee meetings.~~

8.3 Exclusions

~~8.3.1 Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.~~

8.4 Payment Process

~~8.4.1 Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.~~

9 CONDUCT

~~9~~8.1 Conflicts of interest

~~9.1.1~~ Committee Members must declare any real or perceived conflicts of interest on the approved Council form when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda ~~items on the approved Council form~~.

~~9~~8.2 Code of Conduct

~~9.2.1~~ All Committee Members are required to abide ~~with~~by Schedule 1 of the *Local Government Act 2019*, the Code of Conduct for Elected Members and Committee Members.

~~9~~8.3 Committee Representation

~~9.3.1~~ Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the committee.

9.1 PERFORMANCE REVIEW

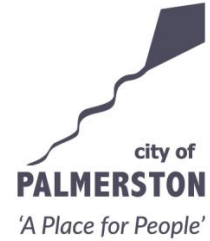


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TERMS OF REFERENCE

The Committee will provide an annual summary of the Committees performance to Council prior to the end of the financial year.

TERMS OF REFERENCE



VIBRANT ECONOMY ADVISORY COMMITTEE

1. PURPOSE

The Vibrant Economy Advisory Committee (VEAC) provides strategic advice to Council relating to actions and priorities relating to the Palmerston Local Economic Plan and its Action Plan. These terms of reference set guidelines for the operations of VEAC.

2. COMMUNITY OBJECTIVES

- 2.1. Provide advice to Council in relation to identifying economic development opportunities and improving the services provided to the community, in accordance with legislation and council policies.
- 2.2. Provide strategic business focus, industry perspective and balanced input for the implementation of the Local Economic Plan and its Action Plan.
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3. AUTHORITY/DELEGATION

The VEAC is an advisory body to Council and does not hold any decision-making powers. The Committee is authorised to recommend a course of action to Council on matters falling within its objectives.

4. MEMBERSHIP

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 - Maximum two members of relevant business or property associations
 - Maximum three members being local business owners from varying sectors
 - One Representative from the Department of the Chief Minister and Cabinet
- 4.3. The Chairperson will be a Councillor holding membership to the committee.
- 4.4. The Mayor will be ex-officio Member.
- 4.5. Council staff will attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless invited to by the committee.

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- 5.4. Representatives shall be nominated by the appointed organisations.
- 5.5. A Member who fails to attend three consecutive meetings without providing an apology is considered to have resigned their membership.
- 5.6. Following the confirmed resignation of a member, Council will actively fill the position.
- 5.7. The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the committee's term, or as required.

6. COMMUNITY MEMBER SELECTION PROCESS

- 6.1. In considering expressions of interest, applicants are expected to:
 - Hold a special interest in development of the local economy.
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- 6.2. Community and local business representatives can be considered by submitting an Expression of Interest Form, which is available on the Council website [HERE](#).
- 6.3. Submissions received will be submitted to a confidential Ordinary Council Meeting for consideration.

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- 7.1. Notice of Meetings and Business Papers
 - 7.1.1. The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 7.2. Meeting Schedule
 - 7.2.1. Meetings will be held quarterly, or more frequently as required.
 - 7.2.2. The meeting schedule will be proposed to the committee in the last meeting of the calendar year and submitted to the next Ordinary Council Meeting for endorsement.
- 7.3. Attendance
 - 7.3.1. Meetings are open to the public unless confidential business is being considered.
 - 7.3.2. Guests or Business Representatives may be invited to attend meetings to provide advice or update on relevant matters by approval of the committee chairperson and responsible officer.
- 7.4. Quorum
 - 7.4.1. Quorum consists of a majority of its committee Members holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.
- 7.5. Chairperson Responsibilities
 - 7.5.1. To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws* and according to the agenda.
 - 7.5.2. Ensuring all discussion items end with a decision, action, or appropriate outcomes.
 - 7.5.3. Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson.
- 7.6. Voting
 - 7.6.1. For voting purposes, the Chairperson shall accept motions moved and seconded by Members of the Committee, by show of hands.
 - 7.6.2. A Committee decision is by majority vote of voting Members present at a meeting.
- 7.7. Minutes
 - 7.7.1. Meeting minutes will be distributed to Members within ten working days after a meeting and presented to Council at its next Ordinary Council Meeting.

8. REMUNERATION

- 8.1. Entitlement
 - 8.1.1. Community Members of the Vibrant Economy Advisory Committee shall receive remuneration of \$200 per meeting attended.
- 8.2. Applicable Meetings
 - 8.2.1. Remuneration is applicable for attendance at formally convened committee meetings.
- 8.3. Exclusions
 - 8.3.1. Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.
- 8.4. Payment Process
 - 8.4.1. Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.

9. CONDUCT

- 9.1. Conflicts of interest
 - 9.1.1. Committee Members must declare any real or perceived conflicts of interest on the approved Council form when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda.
- 9.2. Code of Conduct
 - 9.2.1. All Committee Members are required to abide by Schedule 1 of the Local Government Act 2019, the Code of Conduct for Elected Members and Committee Members.
- 9.3. Committee Representation
 - 9.3.1. Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

10. PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committees performance to Council prior to the end of the financial year.

| | | | |
|----------------|------------------------------------|---------------------|----------------------------------|
| COMMITTEE NAME | Vibrant Economy Advisory Committee | TYPE | Council Advisory Committee |
| OWNER | Chief Executive Officer | RESPONSIBLE OFFICER | General Manager People and Place |
| APPROVAL DATE | | | January 2027 |
| RECORDS NUMBER | 496740 | COUNCIL DECISION | [Council Decision] |

COMMITTEE REPORT

Committee Meeting

| | |
|----------------------|--|
| Agenda Item: | 9.2.1 |
| Report Title: | Palmerston Business Newsletter |
| Meeting Date: | Tuesday 28 January 2025 |
| Author: | City Activation Manager, Matthew McNamara |
| Approver: | Acting General Manager People and Place, Emma Blight |

Community plan

Vibrant Economy: Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and grow.

Purpose

This Report seeks to inform the Vibrant Economy Advisory Committee of the development of the Palmerston Business Newsletter.

Key messages

- The Palmerston Business Newsletter was introduced as a strategic communication tool to strengthen the relationship between City of Palmerston and the local business community.
- The newsletter leverages a database of almost 2,000 recipients to share relevant updates, opportunities and success stories.
- Early feedback shows the newsletter fosters two-way dialogue, with businesses already making direct enquiries about Council's support services.
- The newsletter will be published bi-monthly, striking a balance between constant communication and time for sourcing high quality, engaging content.

Recommendation

THAT Report entitled Palmerston Business Newsletter be received and noted.

Background

A key feature of the Palmerston Local Economic Plan is the commitment to supporting businesses and building their capacity. To enhance consistent and meaningful communication with the local business community, the Palmerston Business Newsletter was introduced.

This proactive initiative aims to strengthen connections and provide timely updates, effectively promoting opportunities and fostering engagement within the Palmerston business network.

Discussion

Following feedback from the Business Futures Forum and recognising the strong interest from the business community in engaging with Council, the Palmerston Business Newsletter was introduced as a strategic communication tool. This initiative reflects the commitment to strengthening relationships with the local business community, supporting their development and providing a central platform to share relevant information, updates and opportunities. The newsletter is designed to bridge the gap between businesses and Council, fostering a more connected and informed local community.

The Palmerston Business Newsletter offers substantial benefits for both local businesses and City of Palmerston. Drawing upon Council's database of almost 2,000 recipients, the newsletter has already proven to be a valuable platform for direct communication.

The proposed benefits of the newsletter include:

- Enhanced engagement with the local business community, fostering a sense of inclusion and partnership.
- Further developing City of Palmerston's standing as a trusted source of information.
- Showcasing upcoming workshops, events, grants and tender opportunities.
- Highlighting success stories and facilitating connections with the wider business network.

After the initial newsletter was distributed, City of Palmerston received enquiries from multiple businesses around support activities, demonstrating the newsletters initial success in fostering two-way dialogue and is responding to business needs.

The initial newsletter featured a comprehensive range of topics, designed to resonate with the business community. Topics covered included:

- An introduction from the Mayor, detailing the vital role of local businesses in Palmerston's growth and economic sustainability.
- A recap of the Palmerston Business Futures Forum.
- Promotion of tender opportunities with City of Palmerston to provide additional avenues for businesses to work with Council.
- Explored the launch of Crybaby Coffee at the Palmerston Library.
- Detailed sustainability grants available to businesses and community groups.



Environmental grants for businesses

Did you know we provide environmental grants for projects which have a direct environmental benefit?

Grants are open to community groups and commercial entities, with the opportunity to receive funding up to 50% of the project cost.

[Apply for a grant](#)



Electronic tendering process

We're committed to supporting local jobs and businesses through our easy-to-use electronic tendering process. By focusing on buying local, we provide opportunities for local businesses to collaborate with us.

Register for free and explore the potential to grow with City of Palmerston.

[Register Now](#)

To maintain the quality and relevance of information, the newsletter will be distributed every two (2) months. This frequency will likely strike a balance between consistent updates and allows sufficient time for sourcing diverse, engaging content. Regular, but measured, communication also avoids overwhelming recipients, resulting in higher engagement rates.

Consultation and marketing

The following City of Palmerston staff were consulted in preparing this Report:

- Acting Marketing and Communications Lead

Policy implications

There are no policy implications for this Report.

Budget and resource implications

There are no budget or resource implications relating to this Report.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

3. Economic Development

Failure to articulate, provide and promote the value proposition for Palmerston as an economic centre to attract investment.

6. Governance

Failure to effectively govern.



Strategies, framework and plans implications

This Report relates to the following City of Palmerston Strategies, Framework and Plans:

- Palmerston Local Economic Plan

Council officer conflict of interest declaration

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

Attachments

Nil

COMMITTEE REPORT

Committee Meeting

| | |
|----------------------|--|
| Agenda Item: | 9.2.2 |
| Report Title: | Palmerston Business Futures Forum |
| Meeting Date: | Tuesday 28 January 2025 |
| Author: | City Activation Manager, Matthew McNamara |
| Approver: | Acting General Manager People and Place, Emma Blight |

Community plan

Future Focused: Palmerston is an innovative city that sustains itself through the challenges of the future.

Purpose

This Report seeks to update the Vibrant Economy Advisory Committee of the inaugural Palmerston Business Futures Forum.

Key messages

- The inaugural Palmerston Business Futures Forum was held on 20 November 2024, with nearly 60 participants involved.
- Discussions centred on actionable priorities, including business development, crime prevention, community activation and marketing strategies.
- Participants emphasised the importance of mentorship, networking and collaborative initiatives to build a resilient and innovative business community.
- Feedback highlighted the need for enhanced security measures, staff training opportunities and activation of underutilised CBD spaces to support growth.
- Plans are underway to establish the forum as an annual event, ensuring ongoing engagement and collaboration with the business community.

Recommendation

THAT Report entitled Palmerston Business Futures Forum be received and noted.

Background

At the 1st Ordinary Council Meeting of 5 November 2024 Council made the following decisions:

13.1.2 Vibrant Economy Advisory Committee Minutes - 21 October 2024

Moved: Deputy Mayor Fraser

Seconded: Councillor Morrison

1. THAT Report entitled Vibrant Economy Advisory Committee Minutes - 21 October 2024 be received and noted.
2. THAT the unconfirmed Vibrant Economy Advisory Committee Minutes provided as Attachment 13.1.2.1 to report entitled Vibrant Economy Advisory Committee Minutes - 21 October 2024 be received and noted.
3. THAT Council endorse the proposed recommendations from the Palmerston Vibrant Economy Advisory Committee meeting held on 21 October 2024, being:
 - a. THAT the Vibrant Economy Advisory Committee meetings for 2025 be scheduled as follows:
 - i. 5:30pm Tuesday 28 January 2025 In Council Chambers
 - ii. 5:30pm Tuesday 29 April 2025 In Council Chambers
 - b. THAT a review of the Vibrant Economy Advisory Committee meeting schedule take place after the declaration of the poll following the Local Government Election in 2025.
 - c. THAT the theme of the inaugural business workshop is;
 - i. 'What can City of Palmerston do to assist business and economic growth'.

CARRIED (5/0) - 10/1595 - 5/11/2024

At the Vibrant Economy Advisory Committee meeting of 21 October 2024, the Committee agreed to recommend to Council the topic: "What can City of Palmerston do to assist business and economic growth?"

The Palmerston Local Economic Plan details actions to develop business networking. The development of the Palmerston Business Futures Forum allows Council to create and nurture business networks.

Discussion

The inaugural Palmerston Business Futures Forum was held on 20 November 2024, providing an opportunity for the local business community to liaise with Council, creating a platform for meaningful communication and collaboration. The event strengthened the

connection between Council and local businesses and showcased City of Palmerston’s proactive commitment to driving local economic growth through engagement and strategic planning.

The forum attracted close to 60 business participants, including representatives from local businesses, NT Government departments and key industry bodies. The diverse attendance reflected a board spectrum of industries and perspective, ensuring that discussions addressed the unique challenges faced by various sectors, whilst identifying opportunities that benefit the entire Palmerston business community. The interactive workshop format, guided by an experienced external facilitator, was particularly effective in generating candid discussions and practical solutions.

Participants were encouraged to explore the central question: “*What can City of Palmerston do to assist business and economic growth?*”. This theme set the tone for the day, fostering a sense of shared purpose and energising participants to engage in identifying tangible actions. The outcomes of these discussions were both insightful and actionable, providing clear direction for Council to incorporate into future strategic planning.



Palmerston Business Futures Forum was held on 20 November 2024

The key outcomes identified through the forum are noted below.

Business Development and Support

A key theme was the need for enhanced business development and support. Attendees called for increased opportunities for mentorship, networking and collaborative workspaces. These initiatives were viewed as essential for fostering innovation and building resilience within the local business community. Events such as the forum itself were recognised as valuable opportunities for strengthening business connections and creating a sense of shared purpose.

Crime Prevention and Security

Public Safety and security were also highlighted as critical concerns. Many businesses expressed a desire for increased security measures and training for staff to improve safety and confidence in operating within the community.

Community Activation

The underutilisation of key spaces within the Palmerston CBD was identified as a significant challenge. Participants proposed various initiatives, including the return of *MyPalmerston*, promotional campaigns and enhancements to public spaces – all aimed at making the CBD more attractive and vibrant. These strategies aimed to increase foot traffic, activate underperforming areas and strengthen the connection between local businesses and the community.

Marketing and Talent Attraction/Retention

Participants also identified marketing and talent (personnel) attraction as key areas for development. Leveraging seasonal events, social media strategies and promotional campaigns were suggested as effective tools to showcase Palmerston's strengths and attract new talent, customers and businesses to the area. These efforts would not only enhance Palmerston's reputation as a business-friendly destination but also support increased tourism and community engagement.

Summary

Building on the success of the forum, plans are underway to establish the Palmerston Business Futures Forum as an annual event. This initiative will provide a regular opportunity for Council and businesses to come together, ensuring that collaboration remains at the heart of Palmerston's Local Economic Plan.

Council Officers are already progressing the implementation of key suggestions identified during the forum, including the facilitation of skills workshops, networking events and consideration for recommendation to council of public safety enhancements through a comprehensive Crime Prevention Through Environmental Design (CPTED) review. A further update will be provided at the next meeting of the Vibrant Economy Advisory Committee.

Consultation and marketing

The Business Futures Forum was advertised on Council's Social Media, including Facebook and LinkedIn.

There was no further consultation or marketing required during the preparation of this Report.

Policy implications

There are no policy implications for this Report.

Budget and resource implications

The Business Futures Forum utilised existing budget allocation.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

- 3. Economic Development**
Failure to articulate, provide and promote the value proposition for Palmerston as an economic centre to attract investment.
- 4. Inclusion, Diversity and Access**
Failure to balance meeting needs of Palmerston's cultural mosaic.
- 6. Governance**
Failure to effectively govern.

Strategies, framework and plans implications

This Report relates to the following City of Palmerston Strategies, Framework and Plans:

- Palmerston Local Economic Plan

Council officer conflict of interest declaration

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

Attachments

Nil

COMMITTEE REPORT

Committee Meeting

| | |
|----------------------|--|
| Agenda Item: | 9.2.3 |
| Report Title: | Bookable Spaces |
| Meeting Date: | Tuesday 28 January 2025 |
| Author: | City Activation Manager, Matthew McNamara |
| Approver: | Acting General Manager People and Place, Emma Blight |

Community plan

Vibrant Economy: Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and grow.

Purpose

This Report provides the Vibrant Economy Advisory Committee with information on the Palmerston Recreation Centre's bookable spaces trial.

Key messages

- A trial of bookable spaces at the Palmerston Recreation Centre commenced in November 2024.
- These spaces offer professional meeting facilities, including Wi-Fi and charging stations, providing free areas for usage by local businesses and organisations.
- The trial aims to support Palmerston's small business and community sectors by addressing the challenge of finding affordable, professional meeting spaces.
- Data on usage and community feedback from the trial will inform a report to Council in February 2025, determining whether to continue the initiative.
- The trial aligns with Palmerston's vision to be a destination city of employment and business growth, as outlines in the Community Plan.

Recommendation

THAT Report entitled Bookable Spaces be received and noted.

Background

At the 2nd Ordinary Council Meeting of 15 October 2024 Council made the following decisions in relation to the Recreation Centre's operational use.

13.1.4 Palmerston Recreation Centre Operational Use

Moved: Deputy Mayor Fraser

Seconded: Councillor Henderson

1. *THAT Report entitled Palmerston Recreation Centre Operational Use be received and noted.*
2. *THAT Council approve a three (3) month trial, commencing 1 November 2024, to:*
 - a. *Introduce additional, informal meeting spaces that are able to be booked, in the Palmerston Recreation Centre foyer.*
 - b. *Provide full public access to the Palmerston Recreation Centre including access to the showers and toilets, between 8am to 10am, Monday to Friday, excluding days when the facility is closed.*
 - c. *Provide access to the Palmerston Recreation Centre to users with a booking only, from 10am onwards Monday to Friday.*
3. *THAT a further report that outlines the impacts and suggested continuation, or not, of the change in operating model for the Palmerston Recreation Centre, is presented to Council by the second ordinary meeting of February 2025.*

CARRIED (5/0) - 10/1573 - 15/10/2024

Discussion

On 1 November 2024 a three-month trial to introduce informal bookable meeting spaces in the Palmerston Recreation Centre foyer commenced.

The identified spaces have been added to existing booking systems and are free of charge for community groups and businesses that may require an area for internal or external meetings.

Palmerston is home to a vibrant and diverse network of small businesses and start-ups that form the backbone of the local economy. These businesses often face challenges in finding affordable and professional spaces to host client meetings and team discussions. With this in mind, City of Palmerston has introduced this free initiative to empower local businesses with a cost-effective solution that directly supports their operations.

By offering these spaces free of charge, businesses can focus on their growth and development without the additional burden of meeting room costs. This initiative

provides an opportunity for businesses to meeting in a professional setting with access to Wi-Fi and charging stations, enabling them to work productively and efficiently.

The spaces are not exclusive for the business community, also serving as a resource for local community groups. Sporting clubs planning their next season, hosting committee meetings or group brainstorming sessions – these spaces provide a comfortable and accessible environment for collaboration.



Bookable Spaces

City of Palmerston is collecting usage data and community feedback to inform Council of the trial outcomes. A further report outlining the impacts and recommendations to the ongoing operating model for the Palmerston Recreation Centre will be presented to Council at the second ordinary meeting of February 2025.

These spaces can be booked free of charge on the [City of Palmerston](https://www.palmerston.nsw.gov.au/) website and have access to free WIFI and charging facilities.

Consultation and marketing

The following City of Palmerston staff were consulted in preparing this Report:

- Acting General Manager Community Services

Policy implications

There are no policy implications for this Report.

Budget and resource implications

There are no budget or resource implications relating to this Report.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

2. **Financial Sustainability**
Failure of Council to be financially sustainable to deliver key services and infrastructure for the community.
5. **Infrastructure**
Failure to plan, deliver and maintain fit for purpose infrastructure.
6. **Governance**
Failure to effectively govern.

Strategies, framework and plans implications

This Report relates to the following City of Palmerston Strategies, Framework and Plans:

- Creative Industries Plan 2023-2027
- Palmerston Local Economic Plan

Council officer conflict of interest declaration

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

Attachments

Nil



10 INFORMATION AND CORRESPONDENCE

10.1 Information

10.2 Correspondence

11 GENERAL BUSINESS

12 NEXT COMMITTEE MEETING

THAT the next Vibrant Economy Advisory Committee Meeting of Council be held on Tuesday, 29 April 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

13 CLOSURE OF MEETING



MINUTES

Vibrant Economy Advisory Committee Meeting Monday 21 October 2024

The Advisory Committee Meeting of the City of Palmerston held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830

Council business papers can be viewed on the City of Palmerston website www.palmerston.nt.gov.au

'A Place for People'



A Place for People

COMMITTEE MINUTES

Minutes of Vibrant Economy Advisory Committee Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on 21 October 2024 at 5:30pm.

PRESENT

| | |
|--------------------------|--|
| COMMITTEE MEMBERS | Deputy Mayor Mark Fraser (Chair) Councillor Lucy Morrison Mohan Kandasamy, Local Business Owner Representative Carmine Rauseo, Local Business Owner Representative |
| STAFF | Acting General Manager People and Place, Emma Blight General Manager Community, Konrad Seidl City Activation Manager, Matthew McNamara Economic Development Lead, Matthew Gould Minute Secretary, Emily Dehne |
| GALLERY | Nil |

Initials:

MINUTES VIBRANT ECONOMY ADVISORY COMMITTEE MEETING - 21 OCTOBER 2024

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A Place for People

COMMITTEE MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

City of Palmerston acknowledges the Larrakia people as the Traditional Custodians of the Palmerston region. We pay our respects to the Elders past, present and future leaders and extend that respect to all Aboriginal and Torres Strait Islander people.

2 OPENING OF MEETING

The Chair declared the meeting open at 5:37pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Mohan Kandasamy
Seconded: Councillor Morrison

1. THAT the apology received from Ruth Palmer for 21 October 2024 be received and noted.
2. THAT the apology received from Mayor Athina Pascoe-Bell for 21 October 2024 be received and noted.
3. THAT the apology received from Brandon Evans for 21 October 2024 be received and noted.

CARRIED (4/0) - VEAC10/60 - 21/10/2024

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Nil

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil

4.2 Staff

Nil

Initials:

MINUTES VIBRANT ECONOMY ADVISORY COMMITTEE MEETING - 21 OCTOBER 2024

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A Place for People

COMMITTEE MINUTES

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Councillor Morrison
Seconded: Carmine Rauseo

THAT the Minutes of the Vibrant Economy Advisory Committee Meeting held on 22 July 2024 pages 32 to 36 be confirmed.

CARRIED (4/0) - VEAC10/61 - 21/10/2024

5.2 Business Arising from Previous Meeting

Nil

6 DEPUTATIONS AND PRESENTATIONS

Nil

7 CONFIDENTIAL ITEMS

7.1 Moving Confidential Items into Open

Nil

7.2 Moving Open Items into Confidential

Nil

7.3 Confidential Items

Nil

8 OFFICER REPORTS

8.1 Action Reports

8.1.1 Vibrant Economy Advisory Committee Meeting Schedule 2025

Moved: Mohan Kandasamy
Seconded: Councillor Morrison

1. THAT Report entitled Vibrant Economy Advisory Committee Meeting Schedule 2025 be received and noted.

2. THAT the Vibrant Economy Advisory Committee recommend to the Council:

Initials:

MINUTES VIBRANT ECONOMY ADVISORY COMMITTEE MEETING - 21 OCTOBER 2024

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COMMITTEE MINUTES

- a. THAT the Vibrant Economy Advisory Committee meetings for 2025 be scheduled as follows:
 - i. 5:30pm Tuesday 28 January 2025 In Council Chambers
 - ii. 5:30pm Tuesday 29 April 2025 In Council Chambers
- b. THAT a review of the Vibrant Economy Advisory Committee meeting schedule take place after the declaration of the poll following the Local Government Election in 2025.

CARRIED (4/0) - VEAC10/62 – 21/10/2024

8.1.2 Supporting Employment and Skill Development

Moved: Mohan Kandasamy
 Seconded: Councillor Morrison

1. THAT Report entitled Supporting Employment and Skill Development be received and noted.
2. THAT the Vibrant Economy Advisory Committee recommend to the Council:
 - a. THAT the theme of the inaugural business workshop is;
 - i. 'What can City of Palmerston do to assist business and economic growth'.

CARRIED (4/0) - VEAC10/63 – 21/10/2024

8.2 Receive and Note Reports

8.2.1 CommBank iQ Spend Data

Moved: Councillor Morrison
 Seconded: Deputy Mayor Fraser

THAT Report entitled CommBank iQ Spend Data be received and noted.

CARRIED (4/0) - VEAC10/64 – 21/10/2024

8.2.2 Invest Palmerston Update

Moved: Councillor Morrison
 Seconded: Mohan Kandasamy

THAT Report entitled Invest Palmerston Update be received and noted.

CARRIED (4/0) - VEAC10/65 – 21/10/2024

9 INFORMATION AND CORRESPONDENCE

9.1 Information

Nil

Initials: _____



COMMITTEE MINUTES

9.2 Correspondence

Nil

10 GENERAL BUSINESS

Nil

11 NEXT COMMITTEE MEETING

Moved: Councillor Morrison
Seconded: Carmine Rauseo

THAT the next Vibrant Economy Advisory Committee Meeting of Council be held on Tuesday, 28 January 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (4/0) - VEAC10/67 - 21/10/2024

12 CLOSURE OF MEETING

Moved: Carmine Rauseo
Seconded: Councillor Morrison

THAT the meeting of the Vibrant Economy Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 21 October 2024 closed at 6:20pm.

CARRIED (4/0) - VEAC10/68 - 21/10/2024

The Chair declared the meeting closed at 6:20pm.

Chair

Print Name

Date

Initials: