

Nhulunbuy Town Board
Minutes of the Ordinary Meeting
Nhulunbuy Corporation Board Room, Nhulunbuy, Northern Territory
Tuesday 17 January 2016 at 8:47am

Present

Adam Seiler (AS)	Chairperson (Nhulunbuy Corporation)
Gavin Law (GL)	Member
Lyn Percic (LP)	Member
Chris Putland (CP)	Member
Natasha Parkes (NP)	Rio Tinto (RT) Gove Operations
Jim Rogers (JR)	NT Government (NTG) Representative
Alyce Fredriksen (AF)	Secretary
Maria Robbins (MR)	Project Manager, Town Vision (observer)

1. Apologies

Sharon Georganicas (SG) Member

2. Conflict of Interest

N/A

3. Confirmation of Minutes - 15 November 2016

Moved: LP

Seconded: JR

Confirmation of Minutes - 12 January 2017

Moved: NP

Seconded: GL

Carried

4. Business Arising from Minutes

- Billing information (14/16): The Nhulunbuy Corporation (NCL) is looking to include a table outlining the average usage per day on power and water bills to assist bill payers with understanding their consumption rates. NCL are hoping to have tables included on invoices in time for the next billing cycle.

AS informed members, the Automatic Meter Reading (AMR) project has been deferred until at least 2018, this matter cannot be considered further as the NCL's current IT software package is unable to produce this information as requested.

Action complete.

- Crossing on Matthew Flinders Way (19/16): NCL followed up with the Nhulunbuy High School (NHS) to about the current crossing which believes that the students do not need a pedestrian crossing in place.

JR to follow up with the Department of Transport about whether it is appropriate to install a pedestrian crossing along Matthew Flinders Way and has contacted the Department of Transport and received a response with details sent to CEO.

Response as follows: It is discretion of a road authority to select a crossing type. A crossing must be selected and maintained per Austroads Guidelines, Australian Standards, and Australian Road Rules. If you consider zebra crossing as a suitable pedestrian facility based on road user demand instead of a children crossing, then I think it is OK to proceed. According to Australian Roads Rule, there is no requirement for manning the Children Crossing.

Secretary:

Date:

Chairperson:

Date:

You may review the existing children crossing, if it meets all the above requirements. Looking at the limited view of the crossing shown in the photo, it seems that flags (desirable) and 2 red and white posts (desirable) are missing. It seems that crossing is on a horizontal bend and crest. So, potentially there may be sightline issue which could influence on compliance from drivers. You may review location of the crossing.

Action complete.

- Water Fluoridation (28/16): NP to investigate the following:
 1. Does the town of Nhulunbuy fluoridate water;
 2. How often is water testing is conducted;
 3. Where are the results reported to or whom;
 4. What are the additives added to the water; and,
 5. Is information made publicly available.

NP said RT complete monthly monopoly testing on the water quality in Nhulunbuy, these are analysed against the Australian Drinking Water Guidelines to ensure compliance to portable water. NCL manage the chlorination of water at the South Pumping Station for onward reticulation.

CP requested for NCL to provide the Town Board with the process that is followed between NCL and RT to ensure action is taken if water reading levels are incorrect or water quality does not meet standard.

AS has requested Manager, Town Operations to investigate options surrounding the process of documenting tests that are conducted by NCL on portable water. AS is awaiting response from key stakeholders.

Action ongoing.

- Market Schedule (31/16): AF has created a market schedule for 2017, designed for members to alternate manning the Town Vision market table with MR each month.

Schedule was sent out to all members via email on 21 November 2016 with some changes made to the original schedule and sent out with the agenda on Friday 13 January 2017 and tabled.

LP asked when the Town Board elections are due to commence? AS mentioned NCL will investigate the constitution and start the process as soon as possible.

Market schedule may need to be updated pending elections.

Action complete.

- Signage Policy (32/16): AS to investigate the process that needs to be followed when erecting signage in Nhulunbuy. Is new signage to be tabled at Town Board meetings for discussion and approval?

AS mentioned the only policy that appears to exist is a Direction Signage Policy which has no reference to the Town Board.

Action complete.

- Town Centre (33/16): NP to investigate if RT have any plans in the future to clean up the Town Centre.

NP advised RT Gove Operations are currently finalising budgets and should be able to provide further update at February meeting.

Action ongoing

- Access to Residential Property (34/16): CEO to investigate if Indigenous persons have access on the Nhulunbuy Town Lease to private/residential property to collect or pick Mango's.

There are no specific provisions in the SPL that provide for free access to private properties. Allowing access is up to the property owner or tenant and should unwanted access occur normal process should follow.

Action complete.

- Car for Sale in Malpi Village (35/16): CP stated there is a car parked on the verge of Mathew Flinders Way out the front of Malpi Village next to the Hospital accommodation that is being advertised for sale. Town Board requested for NCL to consider the issue and report back with the process that is followed to have the car removed or an infringement issued.

AS informed members, the vehicle was relocated upon request.

Action complete.

- Unsecured Sea Containers (36/16): CP questioned what actions are NCL taking to ensure the safety of residents in town in regards to unsecured sea containers on residential properties?

AS mentioned the NCL, Building Administration Officer was investigating this issue after the previous meeting in November 2016 and have since issued warnings with nearly all sea containers now secured.

Action complete.

5. Monthly Operations Report – November and December 2016

Report tabled and noted.

AS welcomed members to submit questions about the components in the Operational report. LP requested for AS to discuss the CEO's report for November and December 2016.

AS highlighted the following for November:

Internal governance

- Weekly Executive Leadership meetings occurred every Friday, together with individual one-on-one meetings (weekly)
- All-Staff meeting (incorporating extensive Safety Meeting)
- Recruitment of replacement Plumber for Town Operations was conducted. New Plumber commences employment with NCL on 3 January 2017
- Adjusted time-off (one week - early November) in-lieu of handover with former CEO Angela MacMillan
- AS attended a Cyclone preparedness workshop with Works Supervisor to review and update NCL's Cyclone Response Procedure Manual

External meetings/forums/events

- Meeting with General Manager, NT News and other local stakeholders to discuss potential future publication to replace the Arafura Times (circulation ceased)
- Formal introduction and meeting with CEO Klaus Helms, Gumatj Aboriginal Corporation
- Attended the opening session of the NTG Nhulunbuy Economic Summit
- Formal introduction and meeting with Executive Officer, East Arnhem Chamber of Commerce
- Attended Developing East Arnhem Land (DEAL) Board update
- Finalised provision of NCL Office as a 'Safety House'
- Attended White-Ribbon Dinner with Town Board members on behalf of NCL

- Formal introduction and meeting with Arnhem Land Program Manager, Mission Aviation Fellowship (MAF)
- Formal introduction and meeting to discuss 2017 Relay for Life event
- Attended Local Government Association of Northern Territory (LGANT) CEO Forum, LGANT Conference and LGANT AGM in Alice Springs 30th November – 2nd December. This was an exceptional opportunity for the new CEO to renew old and create new relationships with industry peers

AS highlighted the following for December:

Internal governance

- Participated in discussions with representatives from the NT Environmental Protection Authority whilst undertaking a site audit of the Waste Management Facility
- Quarterly catch-up meeting with General Manager, RT Gove Operations
- Attended opening event of the Town Centre Sign Post
- Participated in and represented NCL at the monthly Town Markets
- Attended Airport Safety and Security (ASSC) Meeting at Gove Airport

External meetings/forums/events

- Attended Studies of Society and Environment (SOSE) presentation at Nhulunbuy High School (NHS) to listen to and participate in presentations by a number of student groups on social inclusion and recreation improvements for Nhulunbuy
- Attended Nhulunbuy Primary School (NPS) 'Awards Presentation Night' and presented three awards on behalf of the Nhulunbuy Corporation
- Formal introduction and meeting with CEO, Anglicare NT
- Formal introduction and meeting with General Manager, Culture College (Arnhem Land)
- Formal introduction and meeting Regional Manager, Group Training NT
- Attended 'National Geographic - Tourism Film - East Arnhem Land 2017' at DEAL offices with other key stakeholders
- Formal introduction and meeting with Regional Manager, Datjala Workcamp
- Preliminary final review of Gove Barra's Memorandum of Understanding (MOU). Slight amendments were made with agreement finalised on the 30 December
- Assisted in facilitating Datjala Workcamp thankyou event at Nhulunbuy Aquatic Centre
- Attended pre-Christmas/New-Year break Local Emergency Management meeting

Feedback (complaints/ compliments/ feedback and suggestions)

Four complaints were received during November and December of 2016. Three of these were addressed to the satisfaction of the complainants. One continues to remain open as feedback is currently being investigated.

In Kind Support

Date received	Organisation	Activity	Support granted	Financial cost
2 November 2016	Nhulunbuy Moto - X	Earthworks around racing track.	Waive of loader fees	\$500
3 November 2016	Arafura Dance Association	Lighting for end of year concert.	Waive of fees for EWP hire.	\$250
Month total				\$750
Year to Date				\$20,687.80

Secretary:
Date:

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Date:

Date received	Organisation	Activity	Support granted	Financial cost
1 December 2016	Nhulunbuy Police	White Ribbon obstacle course	Waive of oval fees	\$342
14 December 2016	Arafura Dance Association	Community Dance Workshops	Waive of hall hire fees	\$625
14 December 2016	Nhulunbuy Uniting Church	Carols by Candle Light	Waive of hall hire fees	\$75
16 December 2016	Town Vision	Datjala Work Camp thank you BBQ	Waive of pool hire fees	\$303.90
16 December 2016	Moto - Cross	Grading track	Waive of fees for loader	\$750
Month total				\$2,095.90
Year to Date (2016 Final)				\$22,783.70

6. Correspondence

In

- Nil

Out

- Letter of support sent to Olivia Hamer for an approved mobile service provider permit: Liv it Up Fitness

7. Town Vision update

MR tabled the Project Monthly Report for December/January 2017.

MR tabled five power point slides with detailed facts about Nhulunbuy Business Week.

MR highlighted the overall status on the project monthly report. MR said 4 out of the 5 future direction streams have confirmed owners. MR mentioned after a meeting held of the 16 January 2017 with East Arnhem Regional Council (EARC) and Dhimurru, a decision has been made for both organisations to own Yolngu Country. MR informed members Wayne Dhurrkay, a Gumatj representative, has been earmarked as a potential Yolngu Country representative at Town Governance meetings moving forward.

Town Vision success measures tracking is remains in progress with MR hoping to have the results of the success measures in draft form for the 2 February 2017 Town Vision Governance meeting. A major component of the measures is the Town Vision Survey which has been launched on the NCL website with survey closing on 1 February 2017. MR encouraged Town Board members to forward the survey to as many residents as possible to encourage completion.

The Town Centre sign post and clock projects are now complete. MR mentioned the clock is now up and working on both sides with replacement parts under warranty for the next 12 months.

MR mentioned the Rubbish Bin project is on track to commence 6 February 2017. This projects is painting of murals or designs of local flora and fauna that is important to our indigenous livelihoods on all bins located in the Town Centre and around the Nhulunbuy streets. There are 19 bins that will be removed sand blasted, primed, painted and returned to their locations. MR is encouraging all organisations, families, groups, clubs and associations to participate.

Secretary:
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8. General Business

– **Mobile Vendor and Service Provider application: Eliza Skinner**

AS tabled a Mobile Vendor and Service Provider application NCL received from Eliza Skinner.

Eliza Skinner is requesting for the Town Board to support her application to work alongside Sarah and Stephen McArthur operating the Gideon's Bush Espresso van. The proposal presented was for Eliza to operate on the Nhulunbuy Town Lease SPL214 with trading hours ranging from 6:30am to 1pm weekdays.

Eliza would also like approval to operate at community events. The Gideon's Bush Espresso van and equipment may be stored at 12/2 Bottlebrush Avenue in Nhulunbuy (Eliza's residence) if not will remain stored at 6 Providence Circuit in Nhulunbuy (Sarah and Stephen McArthur residence).

It was resolved that:

The Town Board are happy to support and approved the Mobile Vendor and Service Provider application presented by Eliza Skinner to operate alongside Sarah and Stephen McArthur operating Gideon's Bush Espresso in Nhulunbuy subject to clarification. Town Board members believe Eliza Skinner should not have to pay the permit fee of \$210 as Eliza will be helping operate a business whom have already purchased a permit to operate on the Nhulunbuy Town Lease.

– **Market Schedule for 2017**

Discussed under section 4 business arising from previous minutes and may be subject to amendments throughout the year as required.

– **Community Infrastructure projects**

AS informed members Manager, Town Operations will be present at the March Town Board meeting to discuss the community infrastructure projects.

Manager, Town Operations will provide opportunity for Town Board members to provide and receive feedback on the three community infrastructure projects selected and adopted in the 2017 budget.

The three projects being the fencing along Banyan Road at Lions Park, shade sail at the Skate Park and shade sail at Rotary Park.

– **Marika Lookout Tower**

AS informed members NCL received an engineering report in 2016 identifying a number of safety concerns at the Marika Lookout Tower.

In early 2017 AS commissioned another independent assessment of the Tower and following a recommendation received from the NCL Building Administration Officer, the closure of the Marika Town pending urgent repairs was enacted.

AS stated the Board of Directors have provided provision within the 2017 budget to undertake works at the facility and the Application for Capital Expenditure (ACE) has been approved.

AS advised he has been liaising closely with key stakeholders including:

- Northern Land Council, who have confirmed they are comfortable with the works involved to be undertaken;
- Aboriginal Areas Protection Authority (AAPA) who have confirmed with the Registrar provided the works occur within the existing infrastructure footprint and there is no impact to the surrounding site or ground penetration, the existing AAPA Certificate over the entire Mount Saunders area will be sufficient;
- The Board of Directors of Dhimurru Aboriginal Corporation have carried a motion of support as follows:

Dhimurru Board would like to thank the Nhulunbuy Corporation for taking the initiative and undertaking a safety audit of the Nhulun Lookout Tower. Dhimurru Board appreciate Nhulunbuy Corporation's subsequent decision to undertake work to replace the stairwell, repair the existing railing, and replace the existing decking in order to address safety concerns. Dhimurru Board agree with the decision to close the tower until such time as the works have been completed.

AS advised the works are anticipated to be completed by end-April 2017 (weather pending) which should see the facility re-opened in time for the Dry Season / Tourist Season.

– **NT Government update**

Endeavour Health Clinic, Nhulunbuy - JR said Flinders Charles Darwin (FCD) are a private entity General Practice (GP) Super Clinic based in Darwin whom expressed interest through the sale process of the Endeavour Health Clinic in Nhulunbuy.

FCD have made a commitment with some support from the Territory Government and DEAL to operate the GP as practise in the future. JR mentioned the commencement date is the 23 January 2017 operating from the same premises.

Grant Funding - JR informed members there are now opportunities for clubs, associations and not-for-profits to apply for grant funding for immediate works through a \$10 million package. JR said there will be an information session coming up shortly at Flinders House on the 18 January 2017 at 12pm. You must register online if you would like to participate.

Hydraulic Fracturing enquiry - JR stated a Hydraulic Fracturing enquiry will be in Nhulunbuy on the 23 January 2017, location is to be confirmed. Initially, the enquiry is to engage with key stakeholders around the process. JR said the enquiry is a scientific enquiry into the process of Deep Shaft Fracturing, publicity will go out in due course.

– **Alcohol Reference Group (ARG)**

LP informed members an email was sent to GL and herself stating the ARG are still in the consulting stage around the liquor licenses in Nhulunbuy and the regulations around these licenses. LP will attend the next meeting and report an update back to Town Board members shortly.

– **Relocation of Natasha Parkes**

NP informed members commencing 1 March 2017 she will be relocating to the Brisbane RT office. NP mentioned she is unsure of whom will take her position on the Town Board however an update will be provided to AS shortly. LP thanked NP for all her contributions towards the Town Board over the last few months.

There being no further business, the Chairperson declared the meeting close at 9:38am.

Next meeting: Tuesday 21 February 2017 at 8:30am.

Secretary:
Date:

Chairperson:
Date: