

Nhulunbuy Town Board

Minutes of the Ordinary Meeting, held in the Boardroom of the Department of Chief Minister and Developing East Arnhem Limited Conference Room, Nhulunbuy, Northern Territory
Tuesday 21 March 2017 at 8.36am

Present

Adam Seiler (AS)	Chairperson (Nhulunbuy Corporation)
Gavin Law (GL)	Member
Lyn Percic (LP)	Member
Sharon Georgonicas (SG)	Member (from 8:50am)
Chris Putland (CP)	Member
Paul Seidel (PS)	Rio Tinto (RT) Gove Operations
Melissa Muller (MM)	Proxy Jim Rogers
Alyce Fredriksen (AF)	Secretary
Wanda Sutter (WS)	Observer
Maria Robbins (MR)	Project Manager, Town Vision

1. Apologies

Jim Rogers (JR) NT Government (NTG) Representative

2. Conflict of Interest

N/A

3. Confirmation of Minutes – 21 February 2017

Moved: CP

Seconded: GL

Carried

4. Business Arising from Minutes

- Water Fluoridation (28/16): Original action was for NCL to report back on 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?

AS provided an update on the above 5 questions.

1. RT and NCL do not fluoridate water supplied to the town.

2. Potable water is tested in a number of locations along the supply system and also within the distribution system. This sampling and analysis is conducted monthly by NATA certified laboratories.

3. Currently RT manages the potable water monitoring plan. The results are received and stored by RT. If critical issues are detected a trigger action response plan is initiated and the public is advised.

4. Potable water is sourced from a ground water bore network located out near the airport. The water is high quality and very low in naturally occurring impurities thus there is little treatment required other than aeration to raise the pH. Chlorination is conducted as required under the Australian Drinking Water Guidelines, for potential bacterial control.

5. Members have requested for NCL to match the Northern Territory's Standards of public reporting on water supply, treatment and testing. Water monitoring analysis is provided to the relevant agencies under RT Licencing requirements. NCL and RT are currently reviewing reporting requirements.

Secretary:

Date:

Chairperson:

Date:

Town board members are happy to close off and complete questions 2-5. However have requested further information around question 1. Does the town of Nhulunbuy fluoridate water? Members would like an explanation as to why water fluoridation in Nhulunbuy ceased? Is it government requirement to have water fluoridated?

Action ongoing.

- Triple J Radio (03/17): CEO to investigate which equipment component is breaking down causing the Triple J station to drop in and out regularly. Can the issue be rectified, a report to be provided at the March meeting.

CEO inspected re-broadcast facility and technology is beyond level of expertise. A contractor visiting Nhulunbuy March 2017 to address Television retransmission intermittent faults and will be requested to test equipment at the same time.

Action complete.

- Australian Communication and Media Authority (ACMA) Requirements (04/17): AF to investigate ACMA licensing stipulations to see what frequency's and radio services are available in the Nhulunbuy area on the free-to-air network.

Action ongoing.

- Barrier Fence (05/17): CEO to investigate the barrier fence located on the corner of Banyan Road and Jasper Road opposite Banyan park. It has been there for roughly 12 months. Can it be taken down? Matter has been referred to Manager, Town Operations for investigation an update will be provided in the April meeting.

Action ongoing.

- Crossing on Matthew Flinders Way (06/17): CEO make the necessary arrangements to have the pedestrian crossing along Matthew Flinders Way reinstated with zebra-line markings to clearly complete the crossing and avoid future confusion surrounding the matter.

Quotations are being sourced for this body of work, which will incorporate the same treatment to the pedestrian crossing on Chesterfield Circuit (Primary School).

Action ongoing.

5. Monthly Operations Report - February 2017

Report tabled and noted.

AS highlighted the following:

- Attended Town Vision Governance Group (TVGG) meeting in early February and highlighted the need for TVGG to consider the role of that entity into the future
- Attended (on numerous occasions) the Bin Painting project at the ALERT Centre to demonstrate support for this critical project
- Attended Civil Aviation Safety Authority (CASA) exit-audit meeting on-site at Gove Airport with Manager Airport Operations
- Met with new business practitioner to discuss arrangements for Nhulunbuy Aquatic Centre access and activity facilitation
- Met with Department of Agriculture and Water Resources representative and key community stakeholders to discuss Nhulunbuy Land Programme and Plant Survey project to occur during the Dry-Season. An audit is being conducted on front and backyards of Nhulunbuy houses targeting fruit trees and a range of spectrum of bugs
- Introductory meeting with General Manager Commercial and Business Development & Contracts Manager from AirNorth together with Manager Airport Operations to discuss current and future requirements of Gove Airport as the principal Regular Passenger Transport (RPT) provider to the area. New flight will be departing Nhulunbuy on a Friday

Secretary:
Date:

Chairperson:
Date:

- afternoon to Cairns. Flight returns from Cairns on Sunday afternoon providing residents with an extra service every weekend for the period June to October 2017.
- Facilitated discussions regarding utilization and access to the Nhulunbuy Aquatic Centre (NAC) with various stakeholders
 - Chaired February Town Board meeting
 - Facilitated appointment of Returning Officer on behalf of the Town Board (internal appointment) and commenced the Election Process which remains on-track
 - Met with Manager Town Operations and Manager Corporate and Community Services to bed-down the NAC Scope of Works for the upgrade project
 - Attended the Nhulunbuy Corporation (NCL) Board of Directors meeting
 - Facilitated interviews for the Community Engagement Facilitator role and an offer has been accepted by the successful candidate Michael Rogers
 - Reviewed Gove Barra's Memorandum of Understanding
 - Operations overall are operating in accordance with business expectations and projects are occurring on-time and on-budget
 - Town Vision project (Bin Painting) was a massive success with over 120 participants contributing their time to painting one of the 95 panels
 - Currently recruiting for a Casual Customer Service Officer to backfill existing role whilst current incumbent fulfils the role of Acting Information Officer from late April 2017. An offer has been made for a Casual Customer Service Officer NCL are currently waiting on a response
 - A full complement of staff at the Airport. Team consists of Manager, Airport Operations, Senior Operations Officer and 2 x Airport Operations Officers
 - Town Operations are experiencing a continuous issue with water leaks and failures. AS has presented the Board of Directors a scope of works that's details what is required to upgrade the existing water infrastructure which is coming up to over 45 years old
 - 3 Depot team members - Sandy Kokles-Ridgway, Allan Gumbula and Paul Morgan completed First Aid Training this month
 - Recruitment drive for dog registrations has been received very well with residents. Animal Control Officer, David Brooks started a town and industrial estate survey / audit on all dogs on the town lease after the domestic dog attack that happened in January. The hours spent door knocking has generated well over 60 new dog registrations. The survey / audit so far has allowed David Brooks to gather allot of information NCL required for updating the SYNERGY data platform we use for Animal Control
 - 1 wild dog was harvested in February
 - No crocodiles were trapped this month as Dhimurru have not reopened the lagoon trap
 - No Buffalo were harvested
 - 10 inspections were completed for Developing East Arnhem Limited (DEAL) transfers
 - On Saturday 11 February 2017 the Corporation held a Community Market at the Town Hall. Markets hosts for this particular month were Nhulunbuy PAWS. In total 22 stalls attended
 - On Saturday 18 February 2017 the Corporation held Clubs and Associations Day at the Town Hall. Host for this particular event was Nhulunbuy Amateur Swimming Club "Barra's". In total 20 stalls attended. Invitations were sent out to 38 previous and new Clubs and Associations

Feedback (complaints/ compliments/ feedback and suggestions)

Six complaints were received during February. Four within Corporate and Community Services and one for each Town Operations and Airport Operations. All of these were addressed to the satisfaction of the complainants.

In Kind Support

Date received	Organisation	Activity	Support granted	Financial cost
7 February 2017	Rotary	Quiz night	Waive of Town hall hire fees	\$600
20 February 2017	Dhimurru Aboriginal Corporation	Cleaning up Recreational Areas	Waive of rubbish and waste fees for disposal	\$2,268
Month total				\$2,868
Year to Date				\$7,654

6. Correspondence

Out

- Letter of support sent to Michelle Finnan for an approved home trading business: Remedial and Relaxation Massage

7. Town Vision update

MR tabled an overview report and mentioned she is struggling with capacity to focus on both strategic and tactical activities.

MR mentioned another Community Market was held on 11 March 2017 without a presence of either Town Board or a Governance member. As members are aware from the 1 September 2017 the role of a Town Vision, Project Manager will be complete. MR stated where there is a decision to continue having presence at the Market day will be something to be determined but to keep the momentum and the profile support needs to be present in the meantime.

MR informed members she has received great feedback from the Bin project that was completed in February 2017 that she is now working on a souvenir bin booklet. A professional photographer has been engaged, quotes have been received from graphic designers and book publishers. MR said the next task is compiling all information and content required to send off to the graphic designer. Westpac would like to contribute and have offered to conduct fundraising towards the souvenir booklet. MR recommended the sale price of the booklet to be anywhere between \$10-\$15 dollars there would be a number of people that would receive a copy as a thank you for participating. The target timeline to have the booklet completed and published is May 2017 in time for commencement of the peak tourist season.

On Thursday 23 March 2017 a photo shoot will be conducted at the ALERT centre with as many of the participants as possible and the finished bins out on display. All bins will be moved down to the Town Centre and secured, then on Sunday 26 March 2017 the Rirratjingu Football team will be installing all of the bins. Tuesday 28 March 2017 a formal launch will be conducted with a BBQ lunch and hopefully a welcome to country. As a final step MR will be sending photos and video footage to media (NT News and ABC) with hopes of getting some airplay and stories.

MR asked members for a call out for their assistance and support with the mural project coming up. An expression of interest has been launched for artists and or art teachers as it is quite a big project to tackle. Artists from Tasmania, Melbourne and Darwin have been in contact with MR who are extremely keen to participate.

Town Vision has been requested to participate in the RT HSE Expo. Town Vision will be present with a table and will be hosting the BBQ/sausage sizzle.

MR said she has also been approached by the Nhulunbuy High School to participate and lead their community engagement session in their strategic planning day in April 2017.

MR mentioned she has been in contact with Australia Post to discuss options for the space. No real updates to provide as yet however MR will keep members up to date as things progress.

General Business

– **Marika Lookout Tower update**

AS informed members the project has been awarded and a progress payment has been made on the construction of the materials. The project is currently on schedule for completion as of 30 April 2017.

– **Town Board Election update**

AS stated we are currently in stage two of the Election process. Enrolment day closed off on Thursday 9 March 2017, this being the last day for residents to ensure they are enrolled on the Commonwealth Electoral Roll for the Northern Territory and a current resident of Nhulunbuy.

Nomination period is currently open and will close on Friday 24 March 2017. Completed nomination forms are to be submitted to the Returning Officer, Rohan Weirman at the Nhulunbuy Corporation Head Office by 12pm noon.

– **Community Engagement Facilitator update**

As previously mentioned under section 5. Michael Rogers is the successful candidate for the Community Engagement Facilitator position.

AS stated Michael Rogers commences employment with the Corporation on Tuesday 28 April 2017.

– **Skate Park Hand Rails**

AS informed members NCL have received a request from a member of the public to have the hand rails at the Skate Park removed as he believes they are a hazard/safety risk for children using the facility.

Manager, Town Operations investigated and received information from Convic (Simon Bogalo, landscape architect/skate park designer). Convic advised the balustrading was not required.

Simon said the only areas where balustrading/hand rails are generally provisioned is where there is a fall height of 900mm in non-skate areas. The balustrading in the images provided appeared unnecessary and definitely presented a safety hazard when adjacent to skate features where users could run into the handrails.

AS stated he was advised by the Manager, Town Operations that there were no Australian Standards on Skate Parks.

PS suggested for NCL to have Manager, Town Operations conduct a risk assessment with the skaters before any further decisions are made. AS informed members Building Administration Officer, Rohan Weirman will conduct the risk assessment and a report will be presented to members next month.

– **Market Schedule 2017**

AS mentioned a Market Schedule for 2017 was distributed to all members in the January 2017 Town Board meeting with the intention of having a member attend the Community Market day each month on behalf of the Town Board.

AS said both February and March markets for 2107 had occurred without Town Board nominees in attendance.

AF advised following the 2017 Election process, an updated Market Schedule will be completed and distributed. A calendar meeting invitation will be sent out to all new/existing members.

– **CAP application - Nhulunbuy Community Neighbourhood Centre**

The Nhulunbuy Community Neighbourhood Centre applied under the Community Assistance Program requesting assistance to purchase new furniture for the centre as the existing furniture is falling apart and not safe for children. The value of the application was for \$1,250.

It was resolved that:

The Town Board approved the application presented by the Nhulunbuy Community Neighbourhood Centre under the Community Assistance Program for the total value of \$1,250.

– **CAP application - Mainly Music**

Mainly Music applied under the Community Assistance Program requesting assistance to purchase new toys and play equipment to update some old and well-loved equipment that the children currently use. The value of the application was for \$1,223.52.

It was resolved that:

The Town Board approved the application presented by Mainly Music under the Community Assistance Program for the total value of \$1,223.52.

– **CAP application - Community Toy Library Incorporated**

The Community Toy Library Incorporated applied under the Community Assistance Program requesting assistance to purchase an office desk, desk drawers and office chair for the Toy Librarian. The value of the application was for \$806.90.

It was resolved that:

The Town Board approved the application presented by the Community Toy Library Incorporated under the Community Assistance Program for the total value of \$806.90.

– **CAP application - Nhulunbuy BMX Club**

The Nhulunbuy BMX Club applied under the Partnership Program requesting assistance to purchase club bikes and safety gear. The value of the application was for \$2,438.90.

It was resolved that:

The Town Board approved the application presented by the Nhulunbuy BMX Club under the Partnership Program for the value of \$1,719.58, exhausting Q1 allowance.

Moved: CP

Seconded: GL

Carried

– **Industrial Materials Impinging on Public Verge - Fincham Close**

PS raised concerns around businesses in town storing items on footpaths and various places (example - Fincham Close). In the Industrial Estate there are shipping containers stored on the opposite side of the road which PS believes to be an off lease area, yet businesses continue to store and have permanent structures there that need to be investigated.

PS stated the first step in this instance would be to determine if the items are actually on the lease or off the lease, then the matter can be referred onto the correct channel. In the first instance PS asked if an action can be taken to have NCL's Building Administration Officer, Rohan Weirman investigate the concern.

– **Apprenticeships or Traineeships at the Nhulunbuy Corporation**

SG asked if the Nhulunbuy Corporation have any plans in the future to take on apprentices or trainees to widen the opportunities for the young generation in town. AS said it is definitely something the Corporation will take on board however confirmed there are no plans at this present time.

– **Economic Summit**

MM tabled a summary of discussion held during the Economic Summit. The Summit was held in the East Arnhem Region between the months of November 2016 to early March 2017.

Summary was tabled for all members to view and included the following topics:

- Principles for Economic Development in East Arnhem
- Challenges
- Regional Economic Development Committee (REDC)
- Infrastructure Priorities
- Economic Enabling Priorities

There being no further business, the Chairperson declared the meeting close at 10:07am.

Next meeting: Tuesday 18 April 2017 at 8:30am.