

**Nhulunbuy Town Board**  
Minutes of the Ordinary Meeting  
Nhulunbuy Corporation Board Room, Nhulunbuy, Northern Territory  
Tuesday 24 July 2018 at 10:13am

**Present**

Adam Seiler (AS)	Chairperson (Nhulunbuy Corporation)
Hannah Fincham-Thomson (HFT)	Member
Megan Niven (MN)	Member
Lynne Walker (LW)	Member
Jim Rogers (JR)	NT Government (NTG) Representative
Melissa Cruickshank (MC)	Rio Tinto (RT) Gove Operations
Alyce Fredriksen (AF)	Secretary

**1. Apologies**

Zenel Bajraktari (ZB) Member

**2. Conflict of Interest**

HFT declared a conflict of interest regarding the Home Trading application for Melani Kyriakou as the Property Manager associated with the premises where the Home Trading Application is proposed.

**3. Confirmation of Minutes - 28 June 2018**

**Moved:** MN

**Seconded:** MC

Carried

**4. Business Arising from Minutes**

It was resolved that the following from the **Action List** were updated (see *Action List July 2018*).

05/18: Hydramet Water Fluoridation - awaiting on scope of works. *Review August 2018*

17/18: Solar Power - MC to work with Rio Tinto Utilities Group to provide members with a response on accessing solar power in Nhulunbuy. MC stated Rio Tinto (RT) Utilities team are receptive to ideas of renewal sources of energy, however they would have to be assessed and evaluated on a case by case basis. MC mentioned there are some restrictions (feeding back into the grid). Any proposals are encouraged to be forwarded onto the RT Utilities team for consideration. *Complete*

19/18: Operational Site Visit - CEO to schedule a site visit to all Corporation key facilities with Town Board members. Commenced with site-visit to Nhulunbuy Aquatic Centre. Site visits will be scheduled over coming months to coincide with TB meeting. *Complete*

20/18: Crocodile Management Plan - CEO to supply Members with a copy of the Crocodile Management Plan for viewing. Awaiting final update and confirmation of adoption prior to release. *Review September 2018*

21/18: Community Assistance Program Policy/Application: AF to add the Community Assistance Program Policy and Application form to the July 2018 agenda for review. *Complete*

22/18: Outdoor Cinema - CEO to have the Corporation's Community Engagement Facilitator create a training/ induction process on how to set up and pull down the outdoor cinema. *Review August 2018*

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Secretary:

Date:

Chairperson:

Date:

23/18: CCTV in Nhulunbuy - CEO to write to the Police Commissioner, Reece Kershaw and request consideration for the installation of CCTV in Nhulunbuy. *Complete, JR confirmed Nhulunbuy is listed as a site for CCTV installation in NT Budget. CEO has also been in communication with Superintendent responsible for project earlier in 2018.*

24/18: Lighting Miwatj South - CEO to have NCL's Electrician investigate the most cost-effective source of lighting to have installed along the foot path between Miwatj Health and South. *Review September 2018*

25/18: Hagney Park - CEO to have the Corporation's Electrician investigate if there is a power source that can be used to install a BBQ in the near future at Hagney and the Skate Park. Investigations scheduled to commence 23 July. *Review August 2018*

26/18: BBQ's Skate and Hagney Parks - CEO to have the Corporation's Manager - Strategic Infrastructure investigate the costings for supply, freight and installation of two commercial BBQ's. (1 x Hagney Park and 1 x Skate Park). *In progress review August 2018*

27/18: Grand Stand Seating - CEO to work with Community Engagement Facilitator (CEF) and have two of the portable grand stands secured on Hindle Oval 2 and one on Hindle Oval 1 for community use/trial. CEF will seek to install by end-July 2018. *Complete, furniture placed at Hindle Ovals for trial.*

28/18: Bike Path - CEO to engage with major stakeholders and discuss if there would be any interest in the future to build a bike path from Beagle Circuit to Middle Beach carpark. Ongoing, will be a project for incoming CEO. *Review December 2018*

29/18: Town Centre Beautification - CEO to review the Tredwell Feasibility Plan on Recreation Facilities and Open Spaces in Nhulunbuy (Nov 2017) and provide members with the Corporation's approach moving forward. *Review August 2018*

### **Monthly Operations Report - June 2018**

The Monthly Operations Report was included within the agenda and referenced by the Town Board members with responses provided on exception.

### **Town Feedback (complaints/compliments/feedback/suggestions)**

2 complaints were received in June:

- Low over hanging branches significantly impinging on the normal footpath access between Chippis Road and Melville Bay Road
- Increase in mosquitos along the back track, especially on the corner of Jasper Road and Beagle Circuit. Resident hasn't noticed the fogging machine operating in this area and requested for the Nhulunbuy Corporation to follow up

All complaints were addressed to the satisfaction of the complainants.

**In Kind Support**

<b>Date received</b>	<b>Organisation</b>	<b>Activity</b>	<b>Support granted</b>	<b>Financial cost</b>
19/06/2018	Nhulunbuy Christian College	BBQ	Yes	\$52
21/06/2018	Walkabout Lodge (No Violence Dinner)	Chairs	Yes	\$360
23/06/2018	Runners North	Half Marathon	Yes	\$0
29/06/2018	East Arnhem Blues Society	Show and Shine	Yes	\$404
<b>Month Total</b>				<b>\$816</b>
<b>Year to Date</b>				<b>\$5,126</b>

**5. Correspondence Out**

- Community Assistance Program application letters
  - Gove Squash Club (Successful)
  - Nhulunbuy Primary School (Successful)
  - Gove Country Golf Club (Successful)
  - Nhulunbuy Neighbourhood Centre (Unsuccessful)
  - East Arnhem Blues Society (Unsuccessful)
  - Story Dogs Ltd (Unsuccessful)
  - Nhulunbuy Speedway (Unsuccessful)
- Letter of support - Ana's Hotdogs (Ana Taumalolo)

**6. Community Heritage update**

AS tabled the Arnhemland Historical Society (AHS) Overview report for July 2018.

AS spoke about the following highlights:

- Walking trail trailhead signs 90% complete, ready to be ordered
- Town Lagoon interpretation signs ordered
- Minister Moss Historical Society site tour well received. Minister Moss posted a facebook message about her visit
- Tourism NT funded a grant for the Driving Trail signage through East Arnhem Land Tourist Association (EALTA) for \$10,000
- Large Community Heritage feature in Corporation's internal newsletter (tabled for members to view)
- Letter of support provided on behalf of AHS for multipurpose shared centre for Community Heritage and Tourism
- AHS working bee and fundraiser BBQ (just under \$1,000 raised)
- Old photos donated to AHS from Peter Brosnan - old slides and tape donated to AHS by Willy Horwood
- NT Historical Society field trip to include Historical Society site tour - AHS presentation and networking opportunity

Emerging issues:

- Bird Hide infrastructure repairs/Town Lagoon walk clearing/reposition of interpretation signs
- Grant applications unsuccessful

Secretary:  
Date:

Chairperson:  
Date:

- Resource availability to relocate interpretation posts and signs in Town Lagoon prior to August

Top priorities:

- Walking trails - delivery and installation of bollards; ordering and ship trailhead signs; ship and install Town Lagoon interpretation signs
- Business plan for AHS
- Collect donated signs and cabinets for AHS site

## 7. General Business

### **Community Assistance Program**

AS tabled the current Community Assistance Policy (CAP) and application form for members to view. The following was raised and highlighted:

- Ineligibility - Territory and/or Commonwealth Government funded body (eg hospitals, schools). Exceptions will be granted for P&C's
- Ineligibility - Operate a commercial licensed premise and/or gaming machines. (exceptions can be made at the discretion of the Nhulunbuy Town Board where the funding application is exclusive from the licensed premise/gambling component of the organisation)
- Start-up business or established organisation's the policy should reflect if these are either eligible or ineligible in the criteria
- Criteria to be clear if organisations are applying for cash to support fundraising activities as this falls outside the policy
- Frequently Q & A's or tips to be added to the policy to help when applying

An action was taken for AF to send all members a copy of the 2017 and 2018 CAP register's as members would like to review applications for Community Support and the Partnership Program.

Community Assistance Program Policy to be added to the September 2018 agenda for review once updated by AS.

### **Bus Stop Hagney Park**

An action was taken for AS to investigate what happened to the Bus Stop located out the front of G3 camp as members would like to get their hands on one for the Hagney Park for the children whom wait for the school bus daily.

### **Home Trading application - Melani Kyriakou (Greek Food/Desserts)**

Melani Kyriakou requested the Town Board to approve and support her Home Trading application for "Melani's Traditional Greek Food/Desserts", a new business to Nhulunbuy.

The following documentation was tabled:

- Home Trading application
- Certificate to operate from the Department of Health
- Plan to scale of property, buildings and floor area to be used for trading within the property

### **It was resolved that:**

Town Board members approve and support Melani Kyriakou's application for Melani's Traditional Greek Food/Desserts.

**Moved:** LW

**Seconded:** MC

Carried

### **Home Trading application - Alexis Roll (Liseybelle Bakes)**

Alexis Roll requested the Town Board to approve and support her Home Trading application for "Liseybelle Bakes", a new business to Nhulunbuy.

The following documentation was tabled:

- Home Trading application
- Certificate to operate from the Department of Health
- Plan to scale of property, buildings and floor area to be used for trading within the property

#### **It was resolved that:**

Town Board members approve and support Alexis Roll's application for Liseybelle Bakes.

**Moved:** HFT

**Seconded:** JR

Carried

### **Community Projects 2018**

AS informed members the Corporation's Managers are individually working on solutions to operationalise the Community Projects put forward by Town Board members in the June 2018 meeting.

Once completed the selected projects will be tabled to the Board of Directors for endorsement.

## **8. Any other business**

### **Town Patrol**

JR confirmed the Australian Government is responsible for funding the Town Patrol service in Nhulunbuy and have done so for the last 3 years, prior to that it was the NT Government.

The Commonwealth have provided East Arnhem Regional Council in writing an 8-week extension commencing on the 9 July 2018 on last year's services, this means continuing the service here in Nhulunbuy for a further 8 weeks. In the meantime, the council is required to run consultations across the peninsula area predominantly in Yirrkala and Gunyangara to gather future service requirements.

JR stated NT Government are strongly advocating through their department executive to continue the service. JR said the Town Board should continue to advocate/support a continued night patrol service.

Town board requested a letter be drafted to the HON Senator Nigel Scullion as a matter of urgency outlining the limited Night Patrol service currently in place extended till end of August 2018.

### **Hannah Fincham -Thomson**

HFT tabled and highlighted the following topics:

- Walking Trail signage (Community Heritage) - action was taken for Maria Robbins, Community Heritage Advocate to present an update to members in the August 2018 meeting
- Town Centre and Industrial signage - action was taken for CEO to have Manager - Strategic Infrastructure investigate the installation of a Town Centre and Industrial Estate directional sign to help tourist when arriving in Nhulunbuy
- Registration for Cats - long term action (January 2019) was taken for the new CEO to work with NCL's Animal Control Officer and review the Animal Control By-Laws in particular "Cats"

- Smoke Free Town Centre - AS informed members the Corporation can't apply the legislation to enforce a smoke free Town Centre however NCL continuing to work with Miwatj Health to advocate signage to place in the Town Centre to minimise smoking within the main hub
- Recycling - AS advised members he had been liaising with the East Arnhem Regional Council's (EARC), Regional Waste and Environment Manager who has since departed that position. An action was taken for the Corporation's new CEO to work with EARC's Regional Waste and Environment Manager once recruited on this matter
- Development & Compliance Officer - AS informed members the successful incumbent will commence employment with the Corporation mid-September 2018 and in the interim, the Manager - Aviation and Compliance continues to with Project Building Certifiers (Darwin) through remote assistance to conduct works as needed
- Home Trading Policy - an action was taken for the Corporation (AS) to work with Rio Tinto (MC) and write an Escalation Procedure to address residents in town who are Home Trading and breaching the policy
- Lions Park Toilets - AS informed members the installation of Lions Park toilets was raised as a Town Board initiative some time ago however lacked support from the community and did not proceed to the funding selection phase
- Dhimurru - an action was taken for AS to invite Christina Burke from Dhimurru to the next Town Board meeting to brief members on their vision long and short-term goals for Nhulunbuy
- CEO update - AS confirmed an offer has been made to the selected candidate. The Corporation are in the final stages of recruitment process with an anticipated arrival 25/26 August 2018. Ms Allison Mills was the successful candidate and joins Nhulunbuy Corporation after completing ~6 years in the position of CEO with the Shire of Perenjori in Western Australia.

There being no further business, the Chairperson declared the meeting close at 12:20pm.

Next meeting: Tuesday 21 August 2018, commencing 8:30am.