

**Nhulunbuy Town Board**  
Minutes of the Ordinary Meeting  
Nhulunbuy Corporation Board Room, Nhulunbuy, Northern Territory  
Tuesday 22 January 2019 at 8:37am

**Present**

Allison Mills (AM)	Chairperson (Nhulunbuy Corporation)
Melissa Cruickshank (MC)	Rio Tinto (RT) Gove Operations
Hannah Fincham Thomson (HFT)	Member
Lynne Walker (LW)	Member
Megan Niven (MN)	Member
Zenel Bajraktari (ZB)	Member
Stacie Irving (SI)	Secretary

**1. Apologies**

Jim Rogers (JR) NT Government (NTG) Representative

**2. Conflict of Interest**

No conflicts recorded

**3. Confirmation of Minutes – 8 January 2019**

**Moved:** HFT

**Seconded:** MN

*Carried 6/6*

**4. Business Arising from Minutes**

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

*27/17: Buku-Larrnggay Arts Centre Signage* –AM noted there is an Arts Centre sign on left of roadside travelling towards Yirrkala, there is no ‘brown’ tourism sign. NCL will install a brown tourism sign and consult with Buku-Larrnggay Arts Centre to ensure accuracy and cultural protocol is observed. *Completed January 2019*

*24/18: Lighting Miwatj South* – AM updated Town Board the NCL BOD have approved these works in NCL budget and NCL Manager of strategic Infrastructure will provide feedback as project progresses in monthly operational report going forward. *Completed January 2019*

*26/18: BBQ’s Skate and Hagney Parks* – NCL Manager of Strategic Infrastructure has ordered the BBQ’s and cyclone rated shade structures. NCL Manager of strategic Infrastructure will provide feedback as project progresses in monthly operational report going forward. *Completed January 2019*

*29/18: Town Centre Beautification* – NCL BOD have endorsed the Tredwell plan in principle. Still under review by NCL Chief Executive Officer. *Review February 2019*

*35/18: Town Centre and Industrial Signage* – NCL Chief Executive Officer presented an option of larger sign design that could be located back along Melville Bay Road near the existing ‘Welcome to Nhulunbuy’ sign indicating the whole intersection with directions and facilities available. NCL Chief Executive Officer to seek NCL Manager of strategic infrastructures’ feedback regarding to Town Board’s request about the inclusion of tourism symbols. *Review February 2019.*

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Secretary:  
Date:

Chairperson:  
Date:

*37/18: Recycling* – NCL has been collaborating with EARC regarding management of waste metal and EARC have invited NCL to be included in their tender process with NCL Manager of Strategic Infrastructure to be on the assessment panel for the tender. NCL will continue to work together with other organisations to improve efficiency and value for money of recycling processes. NCL are requesting a quote for a consultant to assist with NCL's current waste management site and recycling in the future. *Review February 2019.*

*38/18: Home Trading* – NCL's draft non-compliance procedure is with Rio Tinto legal for final review and should be received in the last week of January for distribution. *Review February 2019.*

*44/18: Arnhem Road Pedestrian Access* – NCL Chief Executive Officer updated Town Board, the NCL BOD have approved these works in NCL 2019 budget and NCL Manager of strategic Infrastructure will provide feedback as project progresses in monthly operational report going forward. *Completed January 2019.*

*45/18: Industrial Estate Signage* – NCL CEO noted that this should be a business led initiative. HFT to get figures together and liaise with NCL Manager of Strategic Infrastructure regarding signage standards for the self-funded project. *Review February 2019.*

*46/18: Broader Pathway Plan for Nhulunbuy Area* – Funds have been allocated in the NCL Budget 2019 for a consultant and NCL will request quotes regarding the consultant conducting a review and assessment. *Review 2019.*

*49/18: Complaint received Caravan in Gungunnu* - MC updated Town Board that 12 Gungunnu Close is a NTG lot. MC said after discussions with NTG regarding the caravan situated on the lot, NTG are in the process of removing the caravan. *Completed January 2019.*

*51/18: CCTV in Nhulunbuy* – AM received a response regarding the Grant application. Safer Communities indicate a decision will be reached February/March 2019. *Review March 2019.*

## **5. Correspondence**

### ***In***

Email regarding business grants for Security submitted by Sarah Fincham Thomson for discussion.

- Promoting Biz Secure program scheme available to NT businesses which enables businesses to get a security audit done on their premises and then implement the changes suggested in the audit which needs to be funded by the business in conjunction with the Biz Secure program. (50/50)
- Businesses can come together to put a cluster submission together and get larger funding options. Funding will only be for recommendations made through the auditing process.

### ***Out***

Letter of Support

- Kells Cremy Creations Ice Cream business (Home Trading Application)

## 6. Monthly Ops Report December 2018

- *NCL Road sweeper* – Severely damaged in transit. NCL are looking to hire a similar piece of equipment to use in the interim and continuing to work through cost effective methods to replace this specialised machine.
- *CEO Site Visits* – AM and NCL Manager of Strategic Infrastructure visited our Waste site and Waste Water Treatment Plant to understand day to day operations of the sites.
- *Risk Assessments* – NCL CEO working with NCL management team on the risk assessment plan this week.
- *Internal Cyclone Plan Review* – NCL management team reviewed the plan and discussed implementation of the plan should the situation arise.
- *Contract extensions* – ALPC for rubbish removal service and Gumatj for management of our waste management facility. Both of these contracts will likely go to tender as stated in our policies and procedures.
- *Incident at Airport Regarding a Contractor* – Highlighted a gap in our safety audit practice and procedures so changes have been implemented to tighten the audit procedures and practices.
- *Discussion with Rio Tinto regarding Water Testing* – NCL Manager of Strategic Infrastructure asked for feedback on the testing results for NCL's information purposes only.

## 7. Community Heritage update

- *Walking Trail Bollards* – installation of bollards is progressing; Town Board stated the bollards look great. NCL Chief Executive Officer stated a small revision of reflectors to be installed on the bollards to insure they're visible in low light.
- *Walking Trail Maps* – Have been produced and shipped and will be arriving in Nhulunbuy soon.
- *Driving Trail* – No progress as collaboration with EALTA has stalled but NTG and other organisations still working towards meetings being conducted going forward.
- *Walking Trail Launch* – Date has been set for the launch to happen in Endeavour Square Thursday 28 February 2019. LW suggested pitching to the media about the event and also Minister Lauren Moss (Minister for Tourism).

## 8. General Business

### For Endorsement in Principle – PAWS Proposal

- PAWS could consider constructing more kennels rather than less
- Community needs this service given dogs at large in town over the preceding months this would be a good addition.
- Town Board to provide a letter of support to PAWS to assist with gaining grant funding for the project.

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

Town Board members decided they would support this proposal in principle subject to compliance and meeting health conditions as required.

**Moved:** LW

**Seconded:** HFT

*Carried 6/6*

### For information – NCL Employee Feedback Survey

- CEO thought the survey had quite a positive outcome and will be conducted every 6 months going forward.
- All staff meetings every month after the Nhulunbuy Town Board and Board of Directors meetings to communicate to staff more effectively.

## 9. Other Business

- *Retention of Employees* – Buddy up new employees. LW suggested a morning tea such as Rio Tinto have previously implemented. NCL Community Engagement to work towards regular events.
- *Weed Control* – Discussions with Manager of Strategic Infrastructure regarding what the current Weed & vector control contract covers. The contract will go out for tender and a consultant will be sourced for specific information regarding processes the contract needs to cover. NCL will also consult with Dhimurru regarding their weed control strategies.
- *NCL new Fees & charges* – CEO updated on the NCL 2019 schedule of fees & charges being increased by 2 percent across the board. The Compliance area has increased differently due to previous charges not being in line with costs.
- *Town Night Patrol* – NCL to seek update from chief minister's office and draft a follow up letter to Senator Scullion regarding a response to NCL's previous correspondence regarding Night Patrol funding in Nhulunbuy.
- *Grease Waste* – NCL are looking to manage grease waste dumping at the waste management facility and are communicating with the health department regarding who has registered grease traps on town lease.
- *Communication* – NCL to implement Town Board summary in social media avenues to keep the community more broadly engaged regarding the role of the Nhulunbuy Town Board. NCL Town board to meet quarterly with the NCL Board of Directors.
- *NAIDOC Week* – NCL's plans for NAIDOC week. Theme for 2019 is Voice, Treaty, Truth, Lets work together. NCL Community Engagement Facilitator to attend Town Board meeting to provide information regarding the community event calendar for 2019.
- *Citizen of Year Australia Day Awards* – Possibility of Town Board providing recommendations of nominees next year to ensure more nominees being put forward in 2020.

There being no further business, the Chairperson declared the meeting closed at 10:05am.

Next meeting: Tuesday 26 February 2019, commencing 8:30am.