

**Nhulunbuy Town Board**  
Minutes of the Ordinary Meeting  
Nhulunbuy Corporation Board Room, Nhulunbuy, Northern Territory  
Tuesday 26 March 2019 at 8:45am

**Present**

Allison Mills (AM)	Chairperson (Nhulunbuy Corporation)
Melissa Cruickshank (MC)	Rio Tinto (RT) Gove Operations
Christine Arnold (CA)	Member
Lynne Walker (LW)	Member
Megan Niven (MN)	Member
Zenel Bajraktari (ZB)	Member
Jim Rogers (JR)	NT Government (NTG) Representative
Stacie Irving (SI)	Secretary

**1. Apologies**

No apologies recorded

**2. Conflict of Interest**

No conflicts recorded.

**3. Confirmation of Minutes – 26 February 2019**

**Moved:** MN

**Seconded:** ZB

*Carried 6/6*

**4. Business Arising from Minutes**

It was resolved that the following from the **Action List** were updated (see *Action List February 2019*).

*27/17: Buku-Larrnggay Arts Centre Signage* – NC have ordered a sign to be installed on the intersection sign post. *Review April 2019*

*29/18: Town Centre Beautification* – NC CEO to present quarterly review in general business NC CEF and CEO due to meet with user groups of sporting facilities seeking feedback on the current and future needs of Nhulunbuy Clubs. *Review June 2019*

*35/18: Town Centre and Industrial Signage* – Town board are happy to progress with NC Manager of Strategic Infrastructure presented 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. Location of additional indicative signs with aerial photo noting detail of locations. *Completed February 2019.*

*37/18: Recycling* – NC Manager of Strategic Infrastructure provided an update that the tyre shredder is operational at the Waste Management facility. EARC have installed a recycling cage at the Waste Management Facility for residents' access. *Review March 2019.*

*38/18: Home Trading* – NC's draft non-compliance procedure is with Rio Tinto legal for final review to make sure this procedure addresses a range of compliance issues. *Review April 2019.*

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Secretary:

Date:

Chairperson:

Date:

*45/18: Industrial Estate Signage* – NC CEO and HFT met with Dave Suter with regard to moving on with the project. NC CEO also met with Chamber of Commerce and Industry in Darwin who said they will investigate budget options to contribute to signage. NC to facilitate concept design and costing to obtain building application approval and ensure compliance of the signage. *Review March 2019.*

*51/18: CCTV in Nhulunbuy* – AM sent out letters regarding the response received from Safer Communities that indicated that we were unsuccessful in obtaining the grant funding. The Minister of Police, Nicole Manison's office responded via email suggesting there was no other grants that NC could apply for in this area. *Completed March 2019.*

*52/19: Corporate Plan Review Discussion* – AM updated the Town Board on NC Board of Directors preference for time to discuss the Corporate Plan and priorities for NC moving forward. *Review April 2019*

*53/19: Fluoridation Forum* – CEO has made a formal request to East Arnhem Clinical and Public Health Advisory Group. The group responded asking what date and NC have answered noting that we will work around the group's availability. – *Review April 2019*

## 5. Correspondence

*In*

### **Community Assistance Program – 8EAR Community Radio Association Inc**

The following documentation was tabled:

- Community Assistance Application Form
- Quotation for Mixing Desk
- Certificate of Currency Insurance

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

Town Board members approve the application for fund of \$1250 for a mixing desk through the Community Assistance Program noting that the application was very well put together submission.

**Moved:** LW

**Seconded:** JR

*Carried 6/6*

Email Correspondence from Mrs Jennifer Laverty requesting a fixed shade structure at the Cenotaph.

- LW to consult with the RSL the positioning of temporary shades for Ceremonies at the Cenotaph and feedback the response through the Town Board.  
All Town Board members agreed temporary shade structures are suitable for this area and the events.

***Out***

- Letter of Appointment to Town Board – Christine Arnold
- Letter of Appointment to Town Board – Lynne Walker
- Letter of Support – Home Trader Beautiful Nail
- Letter of Support – Mobile Trader Jimmy's Mowing (Permit Purchased)
- Letter of Support – Mobile Trader Arnhem Clean Air
- Letters regarding outcome of Safer Community Grant for CCTV

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- Email Response to Mrs Lavery regarding Community Seating on Melville Bay Road
- Letter of Support – YBE Community Bus Circuit

### Monthly Ops Report February 2019

- *CEO Meeting with CouncilBiz* – AM met with the IT manager and CEO to discuss services on offer. NC's financial software program doesn't align with the program CouncilBiz use but NC may use the opportunity to gain another quote on IT Management.
- *LGANT* – NC Managers and NC as an organisation are members. They have great resources with regard to employee relations and in other areas such as Governance.
- *FBP meeting with Culture College* – They were interested in the relationship with NC and whether NC could support any of their activities they conduct in the Nhulunbuy area.
- *Aviation and Compliance* – CEO updated Town Board on noted CASA Regulations have had changes coming into place for over a year. NC is currently over catering for capacity at the moment, it is a matter of whether we keep going or scale down to meet regulations.
- *Animal Management Report Number of Dogs Unregistered* – CEO stated that anecdotal evidence from NC Animal Management Officer is that unregistered dog numbers are decreasing. NC have been conducting a campaign of community awareness because some new residents to town from other local government areas maybe confused as they do not require animals to be registered.
- *Depot Break-in* – NC had CCTV footage and the young people responsible were apprehended very quickly. Chemical products and paints etc have been relocated to a more secure area within the depot.
- *Table Tennis Table* – Concrete being installed at the Aquatic Centre.
- *Youth Council* – First meeting this Friday 29 March 2019.

### 6. Community Heritage update

- *RTA Grant for More Artwork in Nhulunbuy* – NC's CHA has commissioned artist Andrew Burke to paint some communal areas in town.
- The paintings are to be located;
  - BBQ at Rotary Park
  - Bus Stop at South near Rotary Park
  - Bus Shelter in Town Centre
  - Front of Stage at Hindle Oval 1
  - Wall on Franklin Street along the back of Woolworths Loading Dock
- CHA presented the artists concepts to town board of local flora and fauna, providing a link with previous art in the Town Centre such as the bins.

### 7. General Business

#### For Information and Discussion - Corporate Plan Survey, Review and Draft

- NC CEO presented two documents, an internal review that NC Managers conducted with the Board of Directors. The review was essentially about what NC had achieved in the existing plan. This is displayed as a colour coded chart like a scorecard to measure the progress of NC up to now.
- Infrastructure is NC's weak area; the RTA order of magnitude study will provide NC with a valuable resource moving forward.
- MC updated that NC aligns with the National Construction Code and given we're on a special purpose lease which is really no different from other towns and that we're

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outside of the building control zone, we still administer tenure as if we were in that building control zone.

- As part of NC internal management review, we have not changed vision, corporate goals or the values of the organisation. We have made minor changes to some of the outcomes and what we might achieve in these areas.
- NC Board of Directors has agreed with management that NC need to have a larger focus on Risk Management, Community Engagement, Youth and Economic Development. NC will also focus on improving internal systems and contract management. Additionally, NC will develop and maintain a water management strategy.
- NC will also be working on fostering close relationships with traditional owners and indigenous organisations and being a more inclusive organisation.

*New Action: 54/19 NC to look into Alcohol Reference Group – AM to look into the group previously known Alcohol Reference Group and review objectives in consultation with Miwatj.*

- NC will work on developing recycling strategies and collaboration with EARC regarding how the Nhulunbuy community can progress with recycling.

#### **For information – NCL 1<sup>st</sup> Quarter Newsletter**

- CEO noted the latest NC Newsletter for information including a Town Board update.

#### **For information – Permit Design for Home Trader & Mobile Traders**

- CEO updated the Town Board on NC's procedure when home traders or mobile service providers purchase permits through NC currently. Executive Assistant designed permits to be supplied when permit fees are paid to NC in addition to the receipt of purchase.
- The policy needs to be updated with the fact that we are issuing permits and receipts.

### **8. Other Business**

#### **Walking Trail in Sunday Territorian – Regarding Nhulunbuy Walking Trail Launch**

- LW provided the article out of session to the Town Board. The editor of the Territorian visited AM as a meet and greet.

#### **Caravan in Gungunnu Close**

- MC updated Town Board that she contacted NTG who provided the tenant next to the caravan with letter as they were powering the caravan. NTG stated in the letter that the Caravan needed to be removed as it wasn't an approved arrangement. AM will follow up with NTG and issue a non-compliance.

#### **Vehicle Outside Angicare**

- MN updated Town Board that she'd spoken to Angicare Regional Operations Manager and the vehicle's removal has been delayed due to insurance red tape but will be removed the first week of April.

#### **Pedestrian Crossing on Chesterfield Circuit Located near NPS**

- LW raised that a Nhulunbuy resident had contacted her with respect to there not being a crossing near the town centre end of Chesterfield Circuit for Children to safely cross.

- AM to refer matter to NC Manager of Strategic Infrastructure to assess historical information and look at the crossing with respect Australian Standards.
- Community education campaign may be required regarding behaviour of motorists at the pedestrian crossing.

### **Federal funding for Sporting Facilities in Nhulunbuy**

- LW suggested that possibly Town Board, given the corporate plan review engage with federal and territory government around funding or investment in sporting infrastructure.
- AM to draft letter to candidates identify sport and recreation facilities and also reinstate funding for night patrol as the only regional centre without a dedicated night patrol service and also reinstating the youth program in Nhulunbuy that was withdrawn in 2016.

### **NC Non-Compliance issues**

- With our revised non-compliance procedure being almost to completion, areas that NC will target are building non-compliance, shipping container non-compliance and home/mobile trading non-compliance amongst other issues such as green waste and general waste hazards on town lease.

### **Aged Care Facilities**

- RTA are still working with the government representatives and ARCS. They have been held up by not receiving funding agreement from the Commonwealth. RTA are helping Uniting care to work through these issues.

There being no further business, the Chairperson declared the meeting closed at 10:40am.

Next meeting: Tuesday 23 April 2019, commencing 8:30am.