

**Nhulunbuy Town Board**  
Minutes of the Ordinary Meeting  
Nhulunbuy Corporation Board Room, Nhulunbuy, Northern Territory  
Tuesday 28 November 2023 at 8:36am

**1. Present**

Shane Whitten (SW)	Chairperson (Nhulunbuy Corporation)
Megan Niven (MN)	Member
Nathan Graetz (NG)	Member
Jim Rogers (JR)	NTG Representative
Stacie Irving (SI)	Secretary

**2. Apologies**

Vicki Blackler (VB)	RTA Representative
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**3. Conflict of Interest**

JR noted a possible conflict of interest for Australia Day 2024 Awards Nominations.

**4. Confirmation of Minutes – 24 October 2023**

**Moved:** NG  
**Seconded:** SW  
*Carried 4/0*

**5. Business Arising from Minutes**

It was noted that the following from the **Action List** were updated (see *Action List October 2023*).

*111/22 – Recycling Storage in Wet Season – SW updated that local contractor would continue 'cash for cans' scheme locally until mid-December 2023. They have also published monthly receival dates from the end of January 2024 and will store recyclables till weather permits delivery via backloads out of town. – Review January 2024.*

*112/22 – Changes to Town Board Agenda items for TO Inclusion – SW noted that he had been in continuing ongoing discussions with Traditional owner groups. Confirmation from these groups is that representatives will be available in early 2024 to attend Town Board meetings. – Review January 2024.*

*113/23 – Town Centre Revitalisation Committee – SW updated that NC have documented goals discussed by board members in August meeting and will present Town Board with small projects to commence in the first quarter of 2024 for town centre revitalisation. JR noted that NC could consider applying for CBF (Community Benefit Funds) to help with implementing the projects. – Review January 2024.*

*114/23 – Traffic Management Parking Near PFES Building – SW has reached out multiple times regarding returning the taxi rank to regular parking spaces in the area. Community consultation will be conducted regarding this issue to gauge sentiment with a finite timeframe, if favourable NC will implement the proposed changes. – Review January 2024*

**6. Correspondence - In**

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Secretary: *Stacie Irving*  
Date: 21 March 2024

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Chairperson: *Shane Whitten*  
Date: 21 March 2024

**For Decision: Application for Home Trading Permit – Britney Moss**

**Document Tabled were:**

- Home Trading Application Form
- Public Liability Insurance Certificate of Currency
- Plan to scale of property & Space used for Business.
- Business Plan
- Letter of permission from landlord.
- Qualifications.

**It was resolved that:**

Town Board members support the application for home trading permit from Britney Moss with the following conditions.

- Business will only be conducted for two 45 min sessions per day with a maximum of four clients per day.
- Business will only occur between the hours of 8am – 4:30pm on four days per week.
- Should the business exceed these days / hours of operation, an alternative premises will be sourced.

**Moved:** MN

**Seconded:** JR

*Carried 4/0*

**For Decision: Application for Community Assistance Grant – Oasis Christian Assembly Inc**

**Document Tabled were:**

- Community Assistance Grant Application Form
- Public Liability Insurance Certificate of Currency
- Quote to supply and install water cooler / dispenser.

**It was resolved that:**

Town Board members support the application for Community Assistance funding to supply and install a water cooler / dispenser for community use. from Britney Moss with the following condition.

**Moved:** JR

**Seconded:** MN

*Carried 4/0*

**For Decision: Application for Community Assistance Grant – Nhulunbuy Playgroup**

**Document Tabled were:**

- Community Assistance Grant Application Form
- Public Liability Insurance Certificate of Currency
- Quote to repair bathroom facilities.

**It was resolved that:**

Town Board members support the application for Community Assistance funding to repair and perform maintenance on their toilet block at the 4 C's community centre.

Secretary:

*Stacie Irving*

Date: 21 March 2024

Chairperson:

*Shane Whitten*

Date: 21 March 2024

**Moved:** JR  
**Seconded:** MN  
*Carried 4/0*

**For Decision: Application for Home Trading Permit – Shellzessence**

**Document Tabled were:**

- Home Trading Application Form
- Public Liability Insurance Certificate of Currency
- Plan to scale of property & Space used for Business.
- Business Plan
- Letter of permission from landlord.
- Relevant Qualifications / Memberships.
- Criminal History Check
- Correspondence from the NTG Department of Environmental Health.

**It was resolved that:**

Town Board members support the application for home trading permit from Shellzessence with the following conditions.

- NC to be notified of intended business hours / days in the week, in writing.
- Services will only be conducted for one client at a time on appointment only basis.
- Should the business exceed these days / hours of operation, an alternative premises will be sourced.

**Moved:** JR  
**Seconded:** MN  
*Carried 4/0*

**7. Correspondence – Out**

**For Noting: Letter of Support Community Assistance Grant Application – Carols by Candlelight Event.**

Town Board members noted the correspondence as tabled.

**8. Monthly Ops Report October 2023**

The following items referenced by exception in the October operations report.

- **Gove Peninsula Harmony Group** – JR requested Town Board Members feedback on community sentiment around trial changes to the liquor permit system, board members all noted there has been no further feedback received.
- **Incidents** – SW referenced the three incidents reported in October, two of the incidents were involving fires at the waste facility caused by batteries. SW noted that NC will formulate some community messaging around the disposal of E waste and toys containing such batteries in general waste areas. NC will investigate the implementation of a designated E waste disposal area at the waste management facility.
- **Selfie Spot** – SW updated board members that there is now a re-vamped designated area in the visitor centre for the utilisation of tourists in the 2024 season.

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- **Subdivision Development** – SW noted that NC have received a development application from RAC and have been assessing in detail the application regarding the Northern Territory Planning Scheme (202) and the Nhulunbuy Town Development Plan 2011. This application will be presented to Town Board members out of session for information.

## 9. General Business

**Resignation of Elected Member** – Nhulunbuy Town Board Member Ineke Wallis has resigned as an elected member of the Nhulunbuy Town Board. SW thanks Ineke for her participation on the Nhulunbuy Town Board and wishes her all the best with her future endeavours.

**Australia Day Awards 2024** – Nhulunbuy Manager of Community Development will circulate the nominees to Nhulunbuy Town Board Members for the four categories for out of session decision.

**Nhulunbuy Corporation Capital Budget 2024** – Nhulunbuy Corporation Board of Directors has approved in principle the capital budget as presented with individual business cases being approved in 2024.

There being no further business, the Chairperson declared the meeting closed at 9:39am.

Next meeting: 8:30am Tuesday 30 January 2023.

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Secretary: *Stacie Irving*

Date: 21 March 2024

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Chairperson: *Shane Whitten*

Date: 21 March 2024