

Nhulunbuy Town Board
Minutes of the Ordinary Meeting
Nhulunbuy Corporation Board Room, Nhulunbuy, Northern Territory
Tuesday 25th January 2022 at 8:30am

1. Present

Max Duncan (MD)	Chairperson (Nhulunbuy Corporation)
Jim Rogers (CM)	NT Government (NTG) Representative
Vicky Blackler (VB)	Rio Tinto (RT) Gove Operations
Linda Alexander (LA)	Member (Teams)
Lynne Walker (LW)	Member
Christine Arnold (CA)	Member (Phone)
Stacie Irving (SI)	Secretary

2. Apologies

Megan Niven (MN)	Member
Michael Yunupingu (MY)	Gumatj Aboriginal Corporation Representative
Jay Marika (DM)	Rirratjingu Aboriginal Corporation Representative

3. Conflict of Interest

LW declared conflict of interest regarding Application for Home Trading Permit – Compassion & Power Ministry Service due to the applicant being a former employee of the organisation that LW is employed by.

4. Confirmation of Minutes – 7 December 2021

Moved: LW
Seconded: CA
Carried 5/0

5. Business Arising from Minutes

It was noted that the following from the **Action List** were updated (see *Action List December 2021*).

45/18: Industrial Estate Signage – MD spoke to the signage being well underway with 21 businesses willing to participate. Subject to wet season restrictions installation of the signage may not be possible until second quarter 2022. - *Review April 2022*.

57/19 Pedestrian Crossing on Chesterfield Circuit – MD presented plans and location of the proposed pedestrian crossing to board members, stating that the project cost may be upwards of 80 to 100K. MD will investigate grant and other possible project funding opportunities and report back to the town board members. - *Review February 2022*

88/21 – Fencing Query on Policy and Practice – MD noted the revision of the policy will be presented to the Board of Directors for approval in February meeting. – *Review February 2022*.

98/21 – TO Reps on Town Board – CEO to correspond with Gumatj Aboriginal Corporation and Rirratjingu Aboriginal Corporation regarding an update on suitable representatives from both organisations to attend Town Board meetings regularly and requested review date be updated to March 2022 – *March 2022*.

Secretary: *Maie Ky*
Date: *22-02-2022*

Chairperson:
Date: *22/02/2022*

106/21 – *Missing Curb on Fusina Close* – Works have been finalised and due to commence 10 February 2022 by NC contractor and NC infrastructure team, update on works progress will be provided in February operations report. – *Review February 2022.*

109/21 – *Current Crime Increase* – JR stated that works have been confirmed and planning and engagement with key stakeholders has commenced, works due to commence at the beginning of 2022/23 financial year. – *Completed January 2022.*

It was noted that the following from the **Action List** were added.

New Action 110/22 – Letter of Support for Proposed Cyclone Shelter / Multi-Purpose facility – MD to draft a letter of support as Chairperson on behalf of the Nhulunbuy Town Board to assist with BBR Grant Submission due 10 February 2022.

6. Correspondence - In

Application for Home Trading Permit – That Hair Room

Documents Tabled were:

- Home Trading Application Form
- Home Trading Application Assessment
- Letter regarding Environmental health inspection
- Letter from property owner approving Home Business.
- Business Plan and Summary.
- Letter of Support from EARC
- COVID QR code
- Vaccination Certificate
- Plans of the property
- CIT Trade Certificate - Hairdressing
- Insurance Certificate of Currency
- ASIC Business registration
- Letter of Support from RAC
- COVID safety Plan

It was resolved that:

Town Board members support the application for Home Trading Permit for the hairdressing business That Hair Room in principle pending approval in writing from Developing East Arnhem Limited, to conduct the business from the property.

Moved: LW

Seconded: VB

Carried 5/0

Application for Home Trading Permit – Sweet Tastes of Arnhem

Documents Tabled were:

- Home Trading Application Form
- Home Trading Application Assessment
- NTG Registration of a Food Business
- COVID safety Plan
- Insurance Certificate of Currency
- Business Plan

Secretary: *Monie King*
Date: *22-02-2022*

Chairperson: *[Signature]*
Date: *22/02/2022*

- Letter of permission from Landlord to conduct Home Trading Business
- Plan of storage area used at the property

It was resolved that:

Town Board members support the application for Home Trading Permit for Cake and Cupcake business Sweet Tastes of Arnhem.

Moved: LW

Seconded: CA

Carried 5/0

Application for Home Trading Permit – Sweet Dreams Solutions

Documents Tabled were:

- Home Trading Application Form
- Home Trading Application Assessment
- DEAL Application for Home Trading
- NTG Registration of a Food Business
- COVID safety Plan
- COVID-19 Checklist
- Certificate Infant and Child Sleep Consultancy
- Insurance Certificate of Currency
- Business Plan
- Letter of permission from Landlord to conduct Home Trading Business
- Plan of area used at the property

It was resolved that:

Town Board members support the application for Home Trading Permit for infant and child sleep consultancy business Sweet Dreams Solutions.

Moved: VB

Seconded: CA

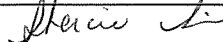
Carried 5/0

Application for Home Trading Permit – Compassion & Power Ministry Service

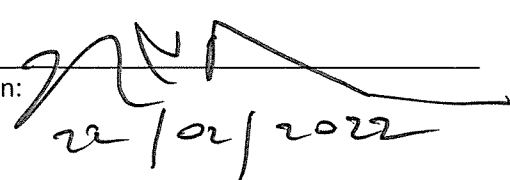
- Deferred for decision out of session pending compliance with CHO directives, COVID Safety Plan and updated NLC permit for Mobile Trading business.

Documents Tabled were:

- Home Trading Application Form
- Home Trading Application Assessment
- Images of Vehicle used to conduct business
- Letter from property owner approving parking of above vehicle at property.
- Business Plan and Summary.
- Letter of Support from EARC
- COVID QR code
- Access to screen NDIS workers
- NLC Permit Essential Activities
- CDU Certificate III in Individual Support
- Insurance Certificate of Currency
- ASIC Business registration

Secretary: 

Date: 22-02-2022

Chairperson: 

Date: 22/02/2022

- Letter of Support from RAC
- COVID safety Plan

Application for Home Trading Permit – Upwards Tutorial Services

Documents Tabled were:

- Home Trading Application Form
- Home Trading Application Assessment
- COVID QR code
- COVID safety Plan
- COVID Checklist
- Insurance Certificate of Currency
- Business Plan
- Vaccination Status
- Letter of permission from Landlord to conduct Home Trading Business
- Plan of area used at the property

It was resolved that:

Town Board members support the application for Home Trading Permit for the tutorial services business Upwards Tutorial Services.

Moved: VB

Seconded: JR

Carried 5/0

7. Correspondence – Out

Letter of Support: Community Assistance Grant – Arafura Dance Association – Video editing Services for Training Video for Students

Letter of Support: Home Trading Permit – Gove Scrubbit

Letter to Woolworths Gove Store Manager – Regarding Trolley Issues in Nhulunbuy Town Centre.

- Board Members discussed the possibility of installing more trolley bays, Franklin Street Carpark.
- The timing of collection of trolleys in known problematic areas around the Nhulunbuy Town Centre precinct.

Letter to Nhulunbuy Resident – Regarding naming of Bus stop at Hagney Park.

8. Monthly Ops Report December 2021

Items referenced regarding operations report.

- **Sewer & Water Infrastructure Proposed Works** – water and sewerage infrastructure upcoming works – MD to conduct video information session at Town Board meeting February 2022

Secretary:

Date:

22-02-2022

Chairperson:

Date:

22/02/2022

9. General Business

Nhulunbuy Cyclone Shelter / Multi- Purpose Facility – Department of Chief Minister and Cabinet are helping the Nhulunbuy Corporation with costings, proposed site surveying and liaison with other key stakeholders in readiness for a submission for the Building Better Regions Grants submission.

New Action 110/22 – Letter of Support for Proposed Cyclone Shelter / Multi-Purpose facility – MD to draft a letter of support as Chairperson on behalf of the Nhulunbuy Town Board to assist with BBR Grant Submission due 10 February 2022.

Town Board Meeting Calendar 2022 – Town Board Members approve the proposed 2022 Meeting Calendar with no changes noted.

Process for Animal Management – MD presented the bylaws process outline for board members information and provide an indication of where NC are at. NC have received the final version of the bylaws for review and any further amendments.

Feedback from Elected Members

- LW had correspondence from a Nhulunbuy resident living on Banyan Road regarding vehicles travelling at speed along that stretch of road. Resident stated she had notified NC previously of her concerns and mentioning the possibility of installing speed signage in the area but received no response. NC to address this concern with resident and review internal handling of feedback process.
- LW mentioned a resident's concern regarding the prevalence of off-road vehicle such as dirt bikes and off-road buggy's travelling at speed in two locations on Nhulunbuy Town Lease, on the back track at Nhulunbuy South and at the back of Leach Road. LW to forward email from resident to MD, MD to follow up with NT Police.
- LA raised the increase in vehicles using a garden bed at the end of Isal Street as drive-through access, consequently the garden bed at the park is all flattened.
- LW queried where the underspend in Community Assistance Grant is allocated to, if unused? To mitigate underspend in 2022, NC will conduct community engagement campaign to generate applications.
- Elected members requested information regarding budget allocation for Town Board infrastructure projects in 2022 from Board of Directors, Waste Management Vouchers for tenants on Town Lease.
- LW inquired about the possibility of a wet season storage facility for recycling as wet season conditions inhibit the transportation of recycling out of East Arnhem land, this would reduce containers being dumped into landfill as an alternative.

There being no further business, the Chairperson declared the meeting closed at 10:20 am.

Next meeting: Tuesday 22 February 2022, commencing 8:30am.

Secretary:

Date:

Shacie Ly
02-02-2022

Chairperson:

Date:

[Signature]
22/02/2022