



MINUTES
CEMETERY BOARD MEETING
15TH OCTOBER 2024

1. MEETING NOTICE

I hereby give notice that a Cemetery Board meeting was held on:

Date: Tuesday 15th October 2024
Time: 2.00pm
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

Any member of the Board who may have a conflict of interest, or perceived conflict of interest regarding any item of business to be discussed at a Cemetery Board meeting should declare that conflict of interest to enable the Board to manage the conflict and resolve it in accordance with its obligations under the *Local Government Act 2019*.

The Cemetery Board meeting will be open to the public.

The meeting will be recorded for minuting purposes only.

A handwritten signature in black ink, appearing to be 'SHILL'.

RESOLUTION CEM2025/06/10/002

That the Minutes of the Cemetery Board Meeting held on 15th October 2024 be confirmed by Council as a true and correct record of the meeting.

Moved: Official Manager

Seconded: Official Manager

Carried

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MINUTES

CEMETERY BOARD MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 15TH OCTOBER at 2.00PM

The Official Administrator of the Council, Mark Blackburn, declared the meeting open at 2.00 pm and welcomed all in attendance.

2. ACKNOWLEDGEMENT OF COUNTRY

I acknowledge the Traditional Owners of the land commonly referred to as Coomalie. I pay my respects to their Elders, past, present and emerging.

3. PERSONS PRESENT

Official Manager	Mark Blackburn
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STAFF PRESENT

Chief Executive Officer	Sharon Hillen
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Corporate Services Manager	Shaun Hardy
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Council & Community Services Manager	Emma Dunne
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Executive Services Coordinator	Stacey Shooter
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VISITORS PRESENT

4. APOLOGIES AND LEAVE OF ABSENCE

Date:	15 th October 2024
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Nil

PURPOSE

This report is to table for the Board's record any apologies and requests for leave of absence received from Board Members for the Cemetery Board Meeting held on 15th October 2024.

Nil

5. ELECTRONIC MEETING ATTENDANCE

Date:	15 th October 2024
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Nil

PURPOSE

This report is to table the Board's records, any requests for Electronic Attendance.

Nil

6. DECLARATION OF INTEREST OF MEMBERS OR STAFF

Date:	15 th October 2024
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Nil

PURPOSE

Board Members are required to disclose an interest in a matter under consideration by the Board at a meeting of the Council or a meeting of a Council Board by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised. The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

Staff Members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure the Staff Member is not to act or exercise his or her delegated authority unless the CEO or Acting CEO expressly directs him or her to do so.

Nil

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES OF THE PRVIOUS MEETING

Date:	15 th October 2024
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Minutes of the meeting held 16 th April 2024

PURPOSE

Minutes of the Cemetery Board Meeting held on 16th April 2024 are submitted to the Board for confirmation that those Minutes are a true and correct record of the meetings.

RESOLUTION CEM2024/10/15/01

That the Minutes of the Cemetery Board Meeting held on the 16th April 2024 are noted by Council as a true and correct record of the meeting.

Moved: Official Manager

Seconded: Official Manager

Carried

8. REPORTS

8.1 OPERATIONS REPORT

Date:	15 th October 2024
Author:	Sharon Hillen, Chief Executive Officer Emma Dunne, Council & Community Services Manager
Attachment:	Nil

PURPOSE

To provide the Board with an update of general operational and statistics.

RESOLUTION CEM2024/10/15/02		
That the Board receives and notes the Coomalie Bush Cemetery Operational Report.		
Moved:	Official Manager	
Seconded:	Official Manager	Carried

8.2 BURIAL AND CREMATIONS ACT 2022, COMPLIANCE UPDATE

Date:	15 th October 2024
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Compliance Review of Burial & Cremations Act 2022

PURPOSE

To brief the Board on the Burial and Cremations Act 2022 compliance preparedness.

RESOLUTION CEM2024/10/15/03

That the Board receives and notes the report Burial and Cremations Act 2022, Compliance Update

Moved: Official Manager

Seconded: Official Manager

Carried

9. CONFIDENTIAL ITEMS

Nil

10. GENERAL BUSINESS

RESOLUTION CEM2024/10/15/04

a) That the Board requests a finance report be developed for the Coomalie Bush Cemetery and that this is presented at the April 2025 Cemetery Board Meeting.

b) That the Board requests a progress report, including financial statements for the Cemetery Precinct Project is tabled at the April 2025 meeting.

Moved: Official Manager

Seconded: Official Manager

Carried

11. NEXT MEETING

The next Cemetery Board meeting will be on Tuesday 15th April 2025.

12. CLOSURE OF MEETING

The meeting closed at 2:18 pm.