



AGENDA

ORDINARY COUNCIL MEETING

16TH SEPTEMBER 2025

Contents

1.	NOTICE OF MEETING.	4
2.	ACKNOWLEDGEMENT OF COUNTRY	5
3.	PERSONS PRESENT	5
4.	APOLOGIES AND LEAVE OF ABSENCE.	6
5.	ELECTRONIC MEETING ATTENDANCE.....	7
6.	FIRST MEETING OF COUNCIL – INAUGURATION AND INDUCTION	8
6.1	ELECTED MEMBERS DECLARATION OF OFFICE	8
6.2	ELECTED MEMBERS CODE OF CONDUCT	9
6.2	ATTACHMENT 1. CODE OF CONDUCT	11
6.2	ATTACHMENT 2. POLICY 1.10 ELECTED MEMBERS CODE OF CONDUCT AND COMPLAINTS.....	13
6.3	TITLE OF PRINCIPAL MEMBER AND APPOINTMENT OF PRINCIPAL MEMBER	25
6.4	APPOINTMENT OF DEPUTY PRINCIPAL MEMBER	28
6.5	NATURE AND TIMING OF COUNCIL MEETINGS	31
6.5	ATTACHMENT: 1.07 COUNCIL MEETINGS POLICY	33
6.6	POLICY TO ALLOW CHAIRPERSON TO EXERCISE CASTING VOTE	45
6.6	ATTACHMENT: COUNCIL POLICY 1.07 MEETINGS OF COUNCIL.....	47
6.7	APPOINTMENT OF MEMBERS TO THE RISK MANAGEMENT AND AUDIT COMMITTEE.	59
6.7	ATTACHMENT: RISK MANAGEMENT AND AUDIT COMMITTEE TERMS OF REFERENCE.	62
7.	MOVING AGENDA ITEMS FROM PUBLIC TO CONFIDENTIAL.	66
8.	MOVING AGENDA ITEMS FROM CONFIDENTIAL TO PUBLIC.....	66
9.	PETITIONS, DEPUTATIONS AND QUESTIONS WITH NOTICE.....	66
10.	CONFIRMATION OF THE MINUTES OF PREVIOUS MEETINGS.	67
10.1	CONFIRMATION OF THE MINUTES 19 TH AUGUST 2025 OGM.....	67
10.1	ATTACHMENT: OGM PUBLIC MINUTES FROM 19 TH AUGUST 2025	68
10.2	CONFIRMATION OF THE SPECIAL MEETING MINUTES 29 TH AUGUST 2025.....	85
10.2	ATTACHMENT: SPECIAL MEETING MINUTES 29 TH AUGUST 2025.....	86
11.	OFFICIAL MANAGER REPORT	98
12.	CHIEF EXECUTIVE OFFICERS REPORT.	100
13.	MONTHLY FINANCE REPORT.....	103

14. REPORTS REQUIRING DECISIONS OF COUNCIL.....	117
15. REPORTS FOR RECEIVING AND NOTING.	117
16. CORRESPONDENCE AND INFORMATION.....	117
17. COUNCILLOR REPORTS.	117
18. USE OF THE COMMON SEAL.....	117
19. LATE ITEMS AND URGENT BUSINESS.....	117
20. GENERAL BUSINESS.	117
21. CONFIDENTIAL ITEMS.	118
21.1 CONFIRMATION OF THE CONFIDENTIAL MINUTES FROM THE 19 TH AUGUST 2025 OGM.....	118
21.2 MYRTLE FAWCETT PARK TOILET BLOCK.....	118
22. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL.	118
23. RE-OPEN MEETING TO THE GENERAL PUBLIC.	119
24. NEXT MEETING.	119
25. CLOSURE OF MEETING.....	119

1. NOTICE OF MEETING.

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: 16th September 2025
Time: 3.00 pm
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

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

The Ordinary Meeting of Council will be open to the public and will adhere to COVID Safety Plan requirements, including optional wearing a mask, appropriate physical distancing, and health, and hygiene requirements.

The meeting will be recorded for minuting purposes only.

A handwritten signature in black ink, appearing to read 'SHILL', with a long horizontal flourish extending to the right.

Chief Executive Officer.

AGENDA

ORDINARY GENERAL COUNCIL MEETING TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR ON 16TH SEPTEMBER 2025

The Chief Executive Officer of the Council, Mrs. Sharon Hillen, will declare the meeting open at 3:00 pm and welcome 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

ELECTED MEMBERS PRESENT

Councillor	Sharon Beswick
Councillor	Ross McGorman
Councillor	Mae Mae Morrison
Councillor	Alan Roe
Councillor	Greg Strettles
Councillor	Chris Whatley

STAFF PRESENT

Chief Executive Officer	Sharon Hillen
Corporate Services Manager	Natasha Chapman
Council and Community Services Manager	Emma Dunne
Executive Services Coordinator	Stacey Shooter

VISITORS PRESENT

4. APOLOGIES AND LEAVE OF ABSENCE.

Date: 16th September 2025
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

This report is to table for Council's record any apologies and requests for leave of absence received for the Ordinary General Meeting held on 16th September 2025.

RECOMMENDATION

That Council receives and notes the apologies of..... absence for the Ordinary General Meeting held 16th September 2025.

Moved:

Seconded:

COMMENT.

The council can choose to accept the apologies or requests for leave of absence as presented or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS.

Section 95 *Local Government Act 2019*.

1.07 Meetings of Council.

FINANCIAL IMPLICATIONS.

Nil.

5. ELECTRONIC MEETING ATTENDANCE.

Date: 16th September 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

This report is to table, for Council's record, any requests, and permissions for Electronic Attendance.

RECOMMENDATION

That Council acknowledges and accepts..... attendance to the meeting of 16th September 2025 via electronic means.

Moved:

Seconded:

COMMENT.

The *Local Government Act 2019* provides for a member who is not physically present at a meeting is taken to be present at the meeting if:

- (a) the member's attendance at the meeting by means of an audio or audio-visual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS.

Section 95 *Local Government Act 2019*.

FINANCIAL IMPLICATIONS.

Nil.

6. FIRST MEETING OF COUNCIL – INAUGURATION AND INDUCTION

6.1 ELECTED MEMBERS DECLARATION OF OFFICE

Date:	16 th September 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Nil

PURPOSE

For each Elected Member to make a declaration of office.

RECOMMENDATION

All Elected Members are to sign the Declaration of Office.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

It is not a statutory requirement for Elected Members to make a formal declaration of office; however it has been the practice of this and many other councils, that Elected Members do make a declaration of office at the first meeting.

COMMENT

At the first meeting of Council, Elected Members make and sign the following declaration.

I, (name of Elected Member), having been elected to the office of Councillor on the Coomalie Community Government Council, declare that I will conscientiously and to the best of my ability, fulfil the duties of the office and of such other office as the Council may, from time to time, resolve.

Formal declaration forms will be available at the meeting for signature.

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

6.2 ELECTED MEMBERS CODE OF CONDUCT

Date:	16 th September 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Code of Conduct and Policy 1.10 Elected Members Code of Conduct & Complaints

PURPOSE

Council is required to adopt the Code of Conduct as set out in Schedule 1 of the *Local Government Act 2019*.

RECOMMENDATION

That Council;

- a) adopts the Elected Members Code of Conduct & Complaints as provided in Schedule 1 of the *Local Government Act 2019*;
- b) requires that each Elected Member sign the Code of Conduct; and
- c) directs the Chief Executive Officer to publish the Code of Conduct on the Council website, pursuant to Section 119 of the *Local Government Act 2019*.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Previous Decisions

RESOLUTION 21/09/2021/001

That Council;

- a) adopts the Councillor Code of Conduct as provided in Schedule 1 of the Local Government Act 2019;*
- b) requires that each Elected Member sign the Code of Conduct; and*
- c) directs the Chief Executive Officer to publish the Code of Conduct on the Council website, pursuant to Section 119 of the Local Government Act 2019.*

Moved: **Clr. Moyle**

Seconded: **Clr. Beswick**

Carried

COMMENT

The Code of Conduct governs the conduct of all Elected Members and the members of Council committees. Council will be required to adopt the Code of Conduct at its first meeting of Council.

Elected Members should also familiarise themselves with Council Policy 1.10 *Elected Members Code of Conduct & Complaints* (attached).

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019

119 Code of conduct to apply

- (1) The code of conduct set out in Schedule 1 governs the conduct of members of an audit committee, a council, a council committee and a local authority.
- (2) The code of conduct must be published on the council's website.

Council Policy 1.10 *Elected Members Code of Conduct & Complaints*

FINANCIAL IMPLICATIONS

Nil

Schedule 1 Code of conduct

section 119

1 Honesty and integrity

A member must act honestly and with integrity in performing official functions.

2 Care and diligence

A member must act with reasonable care and diligence in performing official functions.

3 Courtesy

A member must act with courtesy towards other members, council staff, electors and members of the public.

4 Prohibition on bullying

A member must not bully another person in the course of performing official functions.

5 Conduct towards council staff

A member must not direct, reprimand, or interfere in the management of, council staff.

6 Respect for cultural diversity and culture

6.1 A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

6.2 A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.

7 Conflict of interest

7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

8 Respect for confidences

- 8.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
- 8.2 A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

9 Gifts

- 9.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
- 9.2 A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

10 Accountability

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

11 Interests of municipality, region or shire to be paramount

- 11.1 A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
- 11.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.

12 Training

A member must undertake relevant training in good faith.



1.10 Elected Members Code of Conduct and Complaints

Council Resolution:	2025/01/21/12
Date to take effect:	21 st January 2025
Policy Custodian:	Corporate Services Manager
Review Date:	January 2027
Version (Revision Number)	1.1

1. Purpose

This policy defines the Coomalie Community Government Council (CCGC) Elected Member Code of Conduct and how Council will manage complaints received in relation to a breach of the Code of Conduct by an Elected Member or Committee Member.

2. Scope

The *Local Government Act 2019* (the Act) defines a Code of Conduct at Schedule 1 of the Act, which governs the expected behaviours of members of councils and council committees. This policy applies to all Elected Members, Committee Members and relevant staff of CCGC.

3. Definitions

Term	Definition
Code of Conduct	means the Code of Conduct set out in Schedule 1 of the Local Government Act (the Act).
Complainant	means the person who lodges a Code of Conduct complaint against an Elected Member (this person can be an Elected Member or member of the public).
Respondent	means the Elected Member who is alleged to have breached the Code of Conduct
Conflict of Interest	means if a person has a personal or financial interest in a matter, either actual or perceived.





4. Policy Statement

4.1 Code of Conduct

As defined in Schedule 1 of the *Local Government Act 2019*, Elected Members and Committee Members must act in accordance to the following:

- (a) **Honesty and integrity** - A member must act honestly and with integrity in performing official functions.
- (b) **Care and diligence** - A member must act with reasonable care and diligence in performing official functions.
- (c) **Courtesy** - A member must act with courtesy towards other members, council staff, electors and members of the public.
- (d) **Prohibition on bullying** - A member must not bully another person in the course of performing official functions.
- (e) **Conduct towards Council staff** - A member must not direct, reprimand, or interfere in the management of, Council staff.
- (f) **Respect for cultural diversity and culture** - A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background; A member must act with respect for cultural beliefs and practices in relation to other members, Council staff, electors and members of the public.
- (g) **Conflict of interest** - A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities. If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.
- (h) **Respect for confidences** - A member must respect the confidentiality of information obtained in confidence in the member's official capacity; A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.
- (i) **Gifts** - A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the Council; A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the Council.
- (j) **Accountability** - A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
- (k) **Interests of municipality, region or shire to be paramount** - A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire; In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.
- (l) **Training** - A member must undertake relevant training in good faith.





All Elected Members are to promote appropriate behaviour that meets the standards described in the Code of Conduct above.

Any Elected Member aggrieved in relation to a potential Code of Conduct matter should raise the grievance in the first instance with the President to seek a resolution. If the grievance is in relation to the President, the grievance should be raised with the Vice President.

In response to a potential Code of Conduct complaint matter, the President or Vice President will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter.

4.2 Confidentiality

Information regarding a complaint is confidential, including the complaint form, statements from any parties, and reports provided by the Chief Executive Officer (CEO) regarding the status of a complaint.

Complaints will only be formally discussed by the Council during confidential sessions. Minutes kept by the Council are confidential in accordance with regulation 50(1)(f) of the *Local Government (General) Regulations 2021*.

4.3 Complaint requirements

The Act requires that a complaint alleging a breach of a Code of Conduct must:

- (a) Be submitted on the **Breach of Code of Conduct by Elected Member Complaint Template** (which is provided at pages 8-10 below); and
- (b) Be submitted within three (3) months of the alleged breach of the Code of Conduct.

A Code of Conduct complaint must be lodged with the CEO, who will assess whether the complaint complies with the above. Where a complaint appears to not comply, the CEO will notify the complainant of the issues as soon as practicable and allow the complainant the opportunity to lodge a revised complaint.

4.4 Notifications to Parties

When a complaint is received, the CEO will provide notification to the complainant and the respondent, in accordance with the requirements of the Act and *Local Government (General) Regulations 2021*.

The CEO carries out the role of secretariat in relation to a complaint and communicates with the complainant, respondent and any relevant witness on behalf of the Council.

4.5 Options available to Council

There are three (3) options available to Council to address a complaint about an Elected Member:

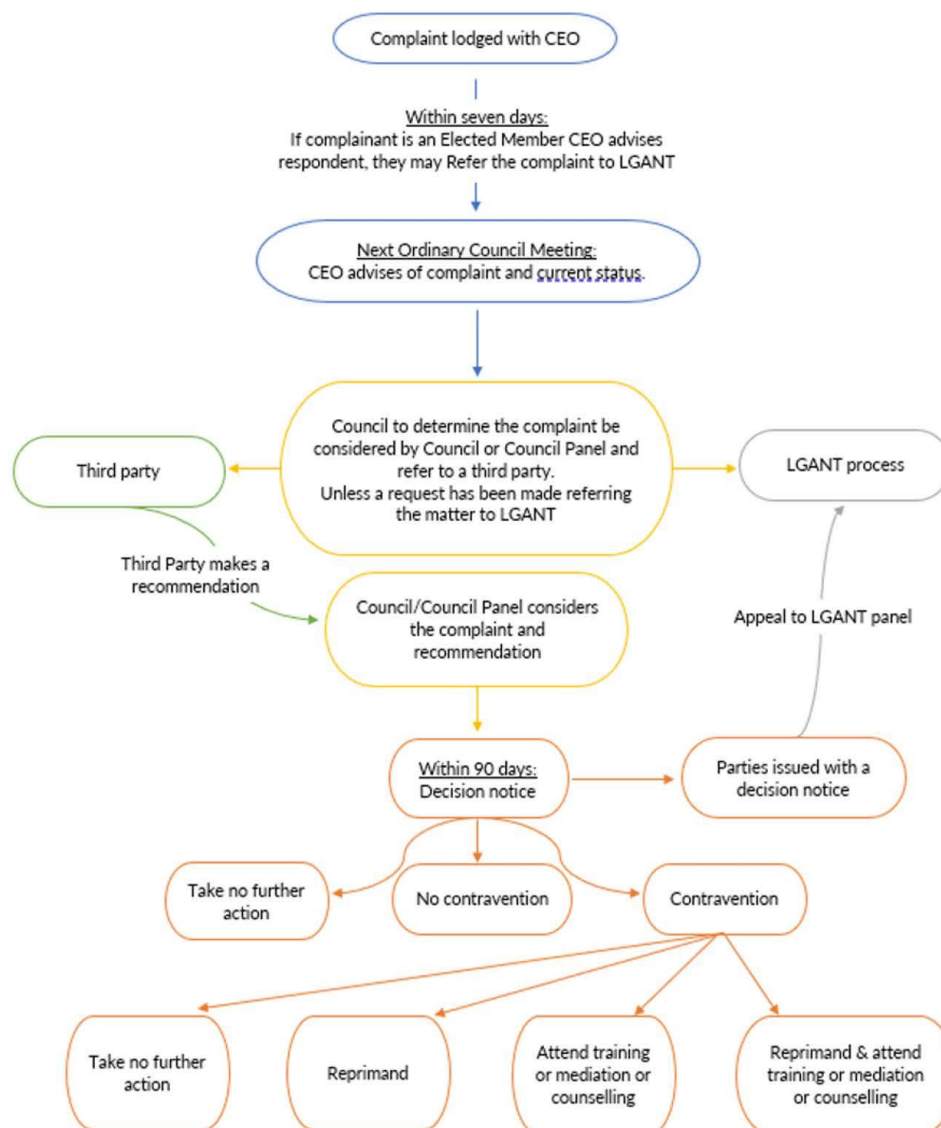
1. Consideration by Council
2. Refer to a third party





3. Refer to the Local Government Association of the NT (LGANT)

A flowchart of the complaint process and steps is provided below.





4.6 Consideration by the Council

The CEO will refer the complaint to the Council for consideration in a confidential session in the next available Council Meeting unless the complaint has been referred to LGANT in accordance with section 4.5.

Before the Council Meeting, the CEO will establish a suitable third party who does not have a conflict of interest and is willing to accept a referral of the matter.

The CEO will provide a copy of the complaint, any response from the respondent and a draft term of reference for Council's consideration.

The complainant, respondent, and any Elected Member with a conflict of interest in relation to the complaint are required to leave the meeting during any discussion, consideration or decision relating to the complaint.

Council will determine by resolution whether the matter will be considered by Council or a panel of selected Elected Members (Council Panel). The composition of the Council Panel will be a minimum of three Elected Members, one of which is nominated as Chair.

In the instance where a minimum of three Elected Members is not possible due to conflict of interest or absenteeism, Council will consider alternative options. Should a conflict of interest arise throughout the investigation process, a further report will be provided to Council.

4.7 Referral to a third party

Council will refer all complaints, that have not been referred to LGANT, to an independent third party for advice and recommendation. Examples of a third party include: a dispute practitioner; a mediator; a person experienced in local government matters; and a person experienced in conflict resolution.

The terms of reference will include that the third party is to do the following:

- (a) Consider the complaint and discuss with each of the parties;
- (b) Explore and follow up avenues for resolution between the parties;
- (c) If resolution is not achievable, then the third party is to:
 - (i) Ensure natural justice is provided to both parties;
 - (ii) Interview any witness willing to assist if necessary, to form a view;
 - (iii) Provide a written report to Council by a specified date covering the process, summary of evidence, attempts to resolve and recommendation;
 - (iv) Provide a draft decision notice that may be used if Council decide to adopt the recommendation.

Any requests for information from Council employees will be appropriately directed and facilitated through the CEO.





4.8 Referral to Local Government Association of the NT (LGANT)

The CEO will refer the matter to LGANT where a complainant Elected Member or respondent has elected to refer the complaint to LGANT under section 124(3) of the Act.

A complainant who is not an Elected Member does not have the option to request referral to LGANT.

4.9 Process

Upon receiving the advice and any recommendations from the third party, provided the Council/ Council Panel is satisfied that each party has been able to put their case and respond to any allegations of the other party, the Council will then decide the complaint.

The Council/ Council Panel is not bound by any advice or recommendation received from the third party.

4.10 Decision

The Council/ Council Panel will decide the complaint after the following steps have been completed:

- (a) The Members have considered the written complaint;
- (b) The Members have considered all written submissions and statement; and
- (c) The members have read and considered the report from the third party.

The Council/ Council Panel can make the following decisions:

- (a) To take no action (and not make a decision about whether the respondent breached the Code of Conduct);
- (b) That the respondent did not breach the Code of Conduct; or
- (c) That the respondent breached the Code of Conduct.

If the complainant is found by the Council/ Council Panel to have breached the Code of Conduct, the Council/ Council Panel may decide to:

- (a) Take no action (eg if it is evident that appropriate steps have already taken place to address the issues or has been resolved between the affected parties); or
- (b) either or both of the following:
 - (i) issue a reprimand to the respondent (eg a reprimand may be a formal expression of disapproval in writing in the decision notice);
 - (ii) recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.





In choosing from the above options, preference will be given to the option that the Council/ Council Panel considers most likely to result in a constructive outcome.

If training, mediation or counselling is recommended to an Elected Member, the Elected Member may use their Professional Development Allowance, if available, towards the cost of the training, mediation or counselling.

4.10 Decision notice

After the Council/ Council Panel decides the complaint, the CEO will, as soon as practicable, draft a written decision notice that sets out the following matters:

- (a) the Council's/ Council Panel's decision and the reasons for it; and
- (b) any right the person to whom the notice is to be given has, under the *Local Government Act 2019* or another Act, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.

The draft decision notice is to be electronically provided via email to the Chair of the meeting which the Council/ Council Panel decided the complaint. The Decision Notice is to be authorised by the Chair in writing by return email.

Within 90 days of receipt of the complaint initially received by the CEO, and as soon as practicable after Council's/ Council Panel's decision, the CEO will provide the authorised decision notice to the complainant and the respondent.

The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

4.11 Summary of decision

After the expiry of the 28 day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.

If no parties have applied to LGANT for consideration of the complaint, the CEO will prepare a summary of the decision to be reviewed by the Council/ Council Panel in the confidential session of the next meeting of Council/ Council Panel.

The summary of the decision is to set out the following information:

- (a) the names of the complainant and respondent;
- (b) the date of the decision;
- (c) a concise description of the conduct alleged to have been a breach of the Code of Conduct;





- (d) if a Code of Conduct was found to be breached – the item(s) of the Code of Conduct that the respondent contravened; or
- (e) if a Code of Conduct was not found to be breached – that no contravention of the Code of Conduct was established by the Council/ Council Panel; and
- (f) any actions or recommendations made by the Council.

The Council will review the summary of the decision and, subject to the Council's approval of the information that is to be included, finalise the summary.

The approved summary is to be tabled in the open section of the next Ordinary General Meeting as part of Council's public business papers.





Breach of Code of Conduct complaint form

1. Your name: <i>You are the complainant.</i>	
2. Name of the council member who is alleged to have breached the Code of Conduct: <i>This council member is the respondent.</i>	
3. Name of the relevant Council: <i>Relevant Council means the local government council in which the respondent is a council member.</i>	
4. List the clause number(s) of the Code of Conduct that you allege the respondent has breached:	
5. Do you <u>request</u> that the Council refer your complaint to a third party for advice before the Council decides your complaint? <i>Note: This is only a request. It is a Council decision whether to refer your complaint to a third party.</i>	Please select one: <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you a council member of the relevant Council?	Please select one: <input type="checkbox"/> Yes (proceed to Question 7) <input type="checkbox"/> No (proceed to next page)
Only answer Question 7 if you are a council member of the relevant Council	
7. Do you want your complaint <u>referred</u> to the Local Government Association of the Northern Territory (LGANT) for a decision, rather than the Council? <i>If a council member of the relevant Council selects 'Yes', the complaint will be referred to LGANT for a decision.</i>	Please select one: <input type="checkbox"/> Yes <input type="checkbox"/> No

Please proceed to the next page.

NOTES:

1. Your complaint must be made within 3 months of the alleged breach.
2. You must give details of the alleged breach (or breaches), explain the basis of your complaint with reference to which clause(s) of the Code of Conduct you allege have been breached, state the evidence on which your complaint relies, and complete the required statutory declaration.
3. If additional pages or documents are to be attached, you must number and identify each extra page as part of your declaration. You must sign and date each page and ensure that it is signed and dated by a witness.
4. If a witness statement is attached, a separate statutory declaration must be provided from that witness.
5. To lodge your complaint – attach this form, any attachments and the statutory declaration to an email and send the email to the CEO of the Council (or otherwise print all documents, address your complaint to the CEO of the Council and post it to the Council). Request acknowledgement of receipt of your complaint.
6. Lodging a complaint does not relieve you from any legal obligations to make other reports (if relevant), including mandatory reporting requirements under legislation.

Your signature _____ Date: _____	Signature of witness _____ Date: _____
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8. Details of the respondent's alleged breach (or breaches) of the Code of Conduct:

Detail by completing the below table for each clause of the Code of Conduct that you allege has been breached. Support your claim of each alleged breach with details of what happened.

Code of Conduct clause <i>See Appendix below.</i>	Date of alleged breach	Details of what happened

To add more cells to the above table, right click with your mouse and select 'Insert' > 'Insert Rows Below'.

Example of how to fill in the above table		
Code of Conduct clause <i>See Appendix below.</i>	Date of alleged breach	Details of what happened
3 – Courtesy	28 July 2022	Councillor Smith yelled at me during the Council meeting, calling me a "stupid idiot". Everybody at the meeting heard this.
7 – Conflict of interest	28 July 2022	At the Council meeting, there was discussion about tenders for a roadworks contract with the Council. Councillor Smith's wife is an owner of one of the companies that put in a tender, XYZ Engineering, but Councillor Smith did not declare a conflict of interest.

Your signature _____ Date: _____ Signature of witness _____ Date: _____





THE NORTHERN TERRITORY OF AUSTRALIA

STATUTORY DECLARATION

I, _____
(Your full name and address)

solemnly and sincerely declare that _____
(Name of the respondent council member)

has committed a breach (or breaches) of the Code of Conduct as described in the completed *Breach of Code of Conduct complaint form* and attachments.

I further solemnly and sincerely declare that all of the information attached and provided in relation to this statutory declaration is true.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

Declared at the _____ day of _____ 20____
(Place you are making the declaration) (Date) (Month) (Year)

Signed: _____
(Your signature)

Witnessed by: _____
(Signature of the person before whom the declaration is made)

(Full name of witness)

(Contact address or phone number of witness)

NOTES:

1. This declaration may be witnessed by any person who is at least 18 years of age.
2. This written statutory declaration must comply with Part 4 of the *Oaths, Affidavits and Declarations Act 2010*.
3. Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.





5. Associated Documents

Elected Members Gifts and Benefits Policy

Elected Members Professional Development Policy

6. References and Related Legislation

Local Government Act 2019

Local Government (General) Regulations 2021

DOCUMENT HISTORY	
1.10 Elected Members Code of Conduct and Complaints	
Date Adopted:	21 st January 2025
Amended:	
Amended:	



6.3 TITLE OF PRINCIPAL MEMBER AND APPOINTMENT OF PRINCIPAL MEMBER

Date: 16th September 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Nil

PURPOSE

Council must nominate the title of the Principal Member and appoint the Principal Member at the first meeting of Council.

RECOMMENDATION

That Council;

a) decides by resolution the Principal Member of Coomalie Community Government Council has the title of Mayor/President; and

b) pursuant to Section 95(7) of the *Local Government Act* 2019, resolves to conduct the appointment of the Principal Member by secret ballot/a show of hands; and

c) pursuant to Section 61(2) of the *Local Government Act* 2019, appoints Clr. _____ as Mayor/President of Coomalie Community Government Council.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Previous Decisions

RESOLUTION 21/09/2021/002

That Council;

a) decides by resolution the Principal Member of Coomalie Community Government Council has the title of President;

Moved: *Clr. Bulmer*

Seconded: *Clr. Moyle*

Carried

RESOLUTION 21/09/2021/003

That Council;

b) pursuant to Section 95(7) of the Local Government Act 2019, resolves to conduct the appointment of the Principal Member by a show of hands; and

Moved: *Clr. Moyle*

Seconded: *Clr. Freeman*

Carried

The Chief Executive Officer called for nominations and the following nominations were received:

- . Clr Bulmer nominated Clr Beswick – 4 votes*
- . Clr Moyle nominates herself – 1 vote*
- . Clr Freeman nominates himself – 1 vote*

RESOLUTION 21/09/2021/004

That Council;

c) pursuant to Section 61(2) of the Local Government Act 2019, appoints Clr. Beswick as President of Coomalie Community Government Council.

Moved: **Clr. Bulmer**

Seconded: **Clr. Freeman**

Carried

COMMENT

Pursuant to Section 58 of the *Local Government Act 2019*, Council needs to determine the title of the Principal Member. Council may decide by resolution the Principal Member has the title of Mayor or President. Traditionally, the principal member of Coomalie Community Government Council has held the title of President.

58 Mayor or President

- (1) The principal member of a municipal council is to have the title **Mayor**.*
- (2) However:*
 - (a) in the case of the council for the City of Darwin local government area – the principal member is to have the title **Lord Mayor**; and*
 - (b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title **President**.*
- (3) The council may, by resolution, decide the principal member of a regional or shire council has the title **Mayor** or **President**.*

Pursuant to Section 61 of the *Local Government Act 2019*, Council must also appoint its Principal Member at its first meeting.

61 Election or appointment of principal member and deputy principal member

- (1) If election is the basis of filling the office of the principal member, the office is to be filled at each general election.*
- (2) If appointment is the basis of filling the office of the principal member of a council, the council must, at the first meeting of a council after a general election, appoint one of its members to be the principal member.*
- (3) The council may appoint another one of its members to be the deputy principal member of the council.*

62 Term of office

- (1) The principal member is elected or appointed for a term of office ending at the conclusion of the next general election.*

- (2) *The deputy principal member is appointed for a term of office ending at the conclusion of the next general election or a lesser term fixed by the council when it makes the appointment.*

Council is also required to determine the procedure by which it will appoint the Principal Member. Pursuant to Section 95(7);

95 *Procedure at meeting*

- (7) *Unless the council decides unanimously to take a vote by secret ballot, voting is to be by show of hands.*

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019

FINANCIAL IMPLICATIONS

Nil

6.4 APPOINTMENT OF DEPUTY PRINCIPAL MEMBER

Date: 16th September 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Nil

PURPOSE

Council must appoint the Deputy Principal Member at the first meeting of Council.

RECOMMENDATION

That Council;

a) pursuant to Section 62(2) of the *Local Government Act 2019*, resolves that the position of Deputy Principal Member will be appointed for the full term /a fixed term of ____ months of Council; and

b) pursuant to Section 95(7) of the *Local Government Act 2019*, resolves to conduct the appointment of the Deputy Principal Member by secret ballot/a show of hands; and

c) pursuant to Section 61(3) of the *Local Government Act 2019*, appoints Clr. _____ as Deputy Mayor/President of Coomalie Community Government Council.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Previous Decisions

RESOLUTION 21/09/2021/005

That Council;

a) pursuant to Section 62(2) of the Local Government Act 2019, resolves that the position of Deputy Principal Member will be appointed for a fixed term of 24 months of Council;

Moved: Clr. Bulmer

Seconded: Clr. Beswick

Carried

RESOLUTION 21/09/2021/006

That Council;

b) pursuant to Section 95(7) of the Local Government Act 2019, resolves to conduct the appointment of the Deputy Principal Member by a show of hands; and

Moved: Clr. McClymont

Seconded: Clr. Bulmer

Carried

The Chief Executive Officer called for nominations and the following nominations were received:

. Clr Bulmer nominated Clr Moyle – declined by Clr Moyle

. Clr Moyle nominates Clr Freeman – 2 votes

. Clr Beswick nominates Clr Noble – declined by Clr Noble

Clr Bulmer nominates Clr McClymont – 4 votes

RESOLUTION 21/09/2021/007

That Council;

c) pursuant to Section 61(3) of the Local Government Act 2019, appoints Clr. McClymont as Vice President of Coomalie Community Government Council.

Moved: **Clr. Beswick**

Seconded: **Clr. Bulmer**

Carried

COMMENT

Pursuant to Section 61 of the *Local Government Act 2019*, Council must also appoint its Deputy Principal Member at its first meeting.

61 Election or appointment of principal member and deputy principal member

- (1) If election is the basis of filling the office of the principal member, the office is to be filled at each general election.*
- (2) If appointment is the basis of filling the office of the principal member of a council, the council must, at the first meeting of a council after a general election, appoint one of its members to be the principal member.*
- (3) The council may appoint another one of its members to be the deputy principal member of the council.*

62 Term of office

- (1) The principal member is elected or appointed for a term of office ending at the conclusion of the next general election.*
- (2) The deputy principal member is appointed for a term of office ending at the conclusion of the next general election or a lesser term fixed by the council when it makes the appointment.*

Council does not have a policy position on the length of term of the Deputy Principal Member. It is customary and policy in other councils to rotate the position of Deputy Principal Member among the other Elected Members during the term of a council. Depending on the number of persons, an Elected Member may serve a term as Deputy from six to twelve months. Rotating the Deputy Principal Member position also provides opportunity for professional development and supports the basis of good governance.

Council is also required to determine the procedure by which it will appoint the Principal Member. Pursuant to Section 95(7);

95 *Procedure at meeting*

- (7) *Unless the council decides unanimously to take a vote by secret ballot, voting is to be by show of hands.*

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019

FINANCIAL IMPLICATIONS

Nil

6.5 NATURE AND TIMING OF COUNCIL MEETINGS

Date: 16th September 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Council Policy 1.07 Meetings of Council

PURPOSE

Council must set the schedule for the holding of Ordinary General Meetings for its term at its first meeting.

RECOMMENDATION

That Council;

- a) pursuant to Section 90(3)(b) of the *Local Government Act 2019*, resolves to set its schedule of Ordinary General Meetings as the _____ of each month commencing at 0:00HRS; and
- b) requests the Chief Executive Officer reviews Council Policy 1.07 Meetings of Council for adoption at the October 2025 Ordinary General Meeting of Council.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Previous Decisions

RESOLUTION 21/09/2021/008

That Council;

- a) pursuant to Section 90(3)(b) of the Local Government Act 2019, resolves to set its schedule of Ordinary General Meetings as the third Tuesday of each month commencing at 3.00pm; and*
- b) requests the Chief Executive Officer reviews Council Policy 1.12 Meetings of Council for adoption at the October 2021 Ordinary General Meeting of Council.*

Moved: *Clr. Bulmer*

Seconded: *Clr. Noble*

Carried

COMMENT

Pursuant to Section 90 of the *Local Government Act 2019*, Council must set its schedule of meetings for its term;

90 Nature and timing of council meetings

- (1) *A council must hold a meeting of its members (an **ordinary meeting**) at least once in each successive period of 2 months.*
- (2) *Subject to this Act, a council may deal with business of any kind at an ordinary meeting.*
- (3) *The first ordinary meeting of a council to be held after a general election must:*
 - (a) *be held within 21 days after the conclusion of that general election; and*
 - (b) *set the schedule for the holding of ordinary meetings for the term of the council.*
- (4) *The schedule for the holding of ordinary meetings may be altered at a subsequent meeting.*
- (5) *The council may hold a meeting to deal with a particular item of business (a **special meeting**) whenever circumstances require.*

Coomalie Community Government Council has met on the third Tuesday of the month for a number of terms. Council may wish to alter this arrangement for the term of this council.

The order of business at Ordinary General Meetings of Council is described in Council Policy 1.07 Meetings of Council (attached). Many of the decisions at Council's first meeting will require inclusion in the policy and it is recommended Council direct the Chief Executive Officer to review the policy and present it to the next meeting of Council in October 2021 for adoption.

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019

Council Policy 1.07 Meetings of Council

FINANCIAL IMPLICATIONS

Nil



1.07 Council Meetings Policy

Council Resolution:	2024/10/15/007
Date to take effect:	16 October 2024
Policy Custodian:	Corporate Services Manager
Review Date:	October 2027
Version (Revision Number)	1.1

1. Purpose

The purpose of this policy is to guide the operation and conduct at all meetings and to ensure that meetings of Council operate in a transparent manner to ensure efficient, effective, and accountable decision making.

2. Scope

This policy applies to all Council meetings, special meetings, and meetings of council committees, in accordance with the provisions of the *Local Government Act 2019* and *Local Government (General) Regulations 2021* to guide proceedings at Council meetings.

This policy applies to all Elected Members and relevant staff of CCGC.

3. Policy Statement

The Council Meetings Policy will determine the date, time and meeting place for Council and Committee meetings as well as detailing the structure of the agenda, the decision-making processes within the meeting and the record management of outcomes of the meetings.

3.1 DATE AND TIME OF ORDINARY GENERAL MEETINGS

An Ordinary General Meeting of Council will generally be held on the third Tuesday of each month. A meeting may be rescheduled to another time and date if circumstances determine, and the majority of members agree.

The majority of members may determine not to hold a monthly meeting if it is determined that there is insufficient business to warrant the calling of a meeting.

If Council does not hold a monthly Council meeting it must still hold a monthly Finance Committee meeting. The members of the Finance Committee will be a quorum of the members. The meeting may be conducted at an agreed venue or electronically via a video or teleconference.

Meetings will normally commence at 3.00pm and will finish by 8.00pm. Council must resolve to extend the closing time if they wish to deal with business after 8.00pm.

Council allows presentations at 2:00pm. The Ordinary General Meeting will commence at the advertised time of 3:00pm after the conclusion of the presentation.





3.2 LOCATION OF ORDINARY GENERAL MEETINGS

Ordinary General Meetings, meetings of committees and special meetings will be held in the Council Chambers at 22 Cameron Road, Batchelor. Members may resolve to hold meetings at other locations from time to time.

3.3 AGENDA PAPERS OF MEETINGS

In preparing agenda papers, the Chief Executive Officer and the Official Manager will set the agenda for the meeting.

- Notice of Meeting
- Acknowledgement of Country
- Persons Present
- Apologies and Leave of Absence
- Electronic Meeting Attendance
- Declaration of Interest
- Moving agenda items from public to confidential
- Moving agenda items from confidential to public
- Petitions
- Deputations and Presentations
- Questions with Notice
- Confirmation of the Minutes of the Previous Meeting
- Official Manager's Report
- CEO's Report
- Monthly Finance Reports
- Reports Requiring Decisions of Council
- Reports for Receiving and Noting
- Correspondence and Information
- Councillors Reports
- Use of the Common Seal
- Late Items and Urgent Business
- General Business
- Confidential Items
- Opening of Meeting from Confidential
- Decisions arising from the Confidential Section of the Council Meeting
- Next Meeting
- Closure of Meeting





Reports are to be written in clear English to ensure maximum understanding of the matter presented.

The agenda will be circulated to Members by email three business days in advance of the meeting to be held on the following Tuesday. Hard copies will be made available at the same time. Agenda and supporting information will be placed in an individually named envelope. The envelopes will be placed in the Council Office external safe for collection by individual Council Members.

The Council Agenda for the Ordinary General Meeting is to be uploaded to the website three business days in advance of the meeting to be held on the following Tuesday.

3.4 LATE REPORTS AND URGENT BUSINESS

Late Reports and Urgent Business are not ideal as they are not included in the agenda and available in advance. The Members and the public do not have an opportunity to view the report on the matter prior to the meeting.

Council may receive and deliberate on late reports to the meeting if it is considered that the matter is urgent and needs to be tabled at that meeting and will not wait until the next meeting. Where an urgent matter arises that cannot reasonably be delayed until the next Council meeting, it may be considered and determined by Council Members at a Special Meeting in accordance with this policy and the *Local Government Act 2019*.

3.5 PETITIONS

Residents can seek to inform Council about their concerns in many ways. One method is lodging a petition about a specific issue.

A petition is a direct request to take some form of action over a particular issue.

When submitting a Petition:

- Provide a summary of the reasons for the request
- State the request at the top of each page of the petition
- Provide the persons full name, house number, street address, suburb and signature
- State the name of the person (initiator) and contact details
- Use respectful language

A Petition may be lodged via:

- Email: mail@coomalie.nt.gov.au
- Hand delivered to: Council Office, 22 Cameron Road, Batchelor NT 0845.

Petitions submitted seven (7) days prior to a Council Meeting will be included in the next meeting agenda. If Council receives a petition after the seven (7) day timeframe, the petition will be presented to the following meeting.

When a Petition is received at a Council Meeting, it will be referred to the relevant Council section for investigation with a recommending report presented back to Council no more than three (3) months from the meeting date it was formally received by Council.





3.6 DEPUTATIONS AND PRESENTATIONS

Persons requesting to address the Council either as a deputation or a presentation must contact the Chief Executive Officer via email or writing one week prior to the meeting. Council will allow deputations or presentations from 2:00- 3:00 pm on the day of the Ordinary General Meeting.

The CEO, on receiving the request, must notify the President of the request.

The President must determine whether the deputation or presentation may be heard and notify the CEO accordingly.

A hard copy of any presentation material is to be provided the week before the meeting so that it can be circulated to Members with the meeting Agenda. Electronic presentations should be supplied to the Chief Executive Officer prior to the meeting.

As a general rule each deputation/presentation will be allowed 15 minutes followed by 15 minutes of questions and discussions. The Council may allow more time should it determine.

3.7 QUESTIONS WITH NOTICE TO COUNCIL

Members of the public can submit written questions to be considered at an Ordinary Meeting of Council that is open to the public. Questions must be received on the Public Question Time Form and is limited to one question per person per meeting. The questions must relate to the business of the Council and must be submitted by 12:00 pm (noon) the business day before the requested meeting date. You must attend the meeting for the question to be read aloud by the CEO.

No discussion on the question or answer can take place at the meeting.

3.8 QUORUM

A quorum at a meeting of a Council consists of a majority of the members.

A quorum must be present within 30 minutes after the time appointed for a meeting. If a quorum is not present, the meeting will be postponed in accordance with the provisions of the *Local Government Act 2019* and its *Regulations 2021*.

A quorum is to be maintained for the whole of the meeting. If the meeting attendance drops below the quorum at any time during the meeting this is to be noted in the minutes.

3.9 APOLOGIES

If a member is unable to attend a meeting, the member needs to notify for the President or CEO at least 3 days in advance where possible.

The apology needs to be accepted by the majority of members. If not accepted the apology will be recorded as absent.

A member is disqualified from office if absent from 2 consecutive meeting of council without permission.

3.10 PARTICIPATION BY ELECTRONIC MEANS

A Member who is not physically present at a meeting is taken to be present at a meeting if:





- (a) the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution for attendance in such a manner; and
- (b) communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting.

3.11 REQUESTS FOR AGENDA ITEMS

Members may request an agenda item to the CEO or President at least 5 days before the agenda circulation and in writing. To be prepared for a future meeting in the General Business Section of an Ordinary General Meeting. General Business is not to be used for operational matters, such as complaints or service requests.

3.12 CONFIDENTIAL INFORMATION AND BUSINESS

The default position for Council is transparency and accountability, however there may be times when Council has to consider confidential information in accordance with Section 293 (1) of the Act and regulations 51. Members and staff are expected to be careful and prudent about how they collect and use information. Judgements should balance the interests of the community and its right to information with the potential adverse impacts.

The disclosure of information must not cause significant damage or distress to a person or cause significant damage to the interests of the Council or a person or cause unfair commercial or financial advantage.

After the conclusion of the consideration of an item of confidential business, Council will decide whether confidential information is:

- a) the type of confidential information that should no longer be confidential after a specified period of time; or
- b) the type of confidential information that should be subject to periodic review to determine if it should no longer be confidential.

If Council resolves a specified period of time for the information to remain confidential, that information is to be publicly released after the expiry of that period of time.

If Council resolves that confidential information should be subject to periodic review to determine if it should no longer be confidential, that information will be added to the confidentiality review list.

Council will maintain a list of confidential information and review that list once every 6 months to determine whether any matters are no longer confidential after a specified period or are to remain confidential for review at a subsequent date.

Each individual report must detail the reason for the confidential item being included in confidential business, and the reason is to be published within the Confidential Agenda. The following statements are to be included in the header of the confidential item, in reference to the relevant reasons for listing an agenda item in confidential:





Local Government (General) Regulations 2021 - Section 51

Confidential information

- (1) (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;
- (b) information about the personal circumstances of a resident or ratepayer;
- (c) information that would, if publicly disclosed, be likely to:
 - (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
 - (ii) prejudice the maintenance or administration of the law; or
 - (iii) prejudice the security of the council, its members or staff; or
 - (iv) subject to subregulation (3) – prejudice the interests of the council or some other person;
- (d) information subject to an obligation of confidentiality at law, or in equity;
- (e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest;
- (f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

Example for subregulation (1)(d)

Information that may be subject to legal professional privilege.

- (2) For subregulation (1)(f), the following information is no longer confidential after the complaint has been decided:
 - (a) a decision notice in relation to the complaint;
 - (b) a report of proceedings or findings of the complaint including a summary of decision under regulation 80 or 81.
- (3) Information mentioned in subregulation (1)(c)(iv) and (e) does not prejudice the interests of the council or some other person or is not contrary to the public interest if the information, if publicly disclosed, only causes:
 - (a) embarrassment to the council, members or the council's staff; or
 - (b) a loss of confidence in the council; or
 - (c) discussion of a matter that is controversial in the council area; or
 - (d) the council to be susceptible to adverse criticism.





3.13 Conflict of Interest and Disclosure of Interest

Members, Committee Members and Staff are to declare all direct and indirect interest that may give rise to a conflict or may be perceived as giving rise to a conflict at the start of the meeting or as soon as they realise that they may have a conflict of interest.

If a, Member, Committee Member or Staff declares that they have a personal, direct, indirect real or perceived conflict of interest on a particular item, they must leave the Chamber or meeting room and not participate in the discussion or vote.

Council will have on hand at each meeting the Conflict-of-Interest Register.

Indirect interest due to conflicting duties mean an interest occurs when a member is a Director, Partner, Resident of the members household, Agent, Trustee, Manager, Office holder or employee of a person or entity including a non-profit association that is a direct interest as to the ACT.

3.14 Decision Making Process and Casting Vote

Decisions at Council meetings are made by resolution following a motion being moved and seconded by Council Members.

If the motion is not seconded, the minutes will note the mover of the motion and that the motion 'lapsed for want of a seconder'. When the motion has been moved and seconded, a member may move an amendment to it.

The Chair may call for debate for or against the motion and the motion cannot be withdrawn without the consent of the council.

All members can speak only once to the motion and once only to an amendment proposed to it.

The Chair may, at any time during the debate of a matter at a meeting, indicate an intention to speak and, on so doing, all council members are to cease speaking until the Chair has been heard.

A member who moves and seconds a motion must not move or second the amendment to a motion.

Any amendment so moved, must not negate the intent of the original motion.

The Chair may reject any proposed amendment that attempts to negate a motion or replace an amended motion with the original motion.

Resolutions require a majority of Members present to vote in favour of the motion.

Voting will be by a show of hands.

Council has determined that the Chair will not hold a casting vote. In the event of a tied vote the matter will be deferred to the next meeting for further consideration.





4. Meeting Rules and maintaining meeting order

The following meeting rules are to be used as a guide to maintain meeting order:

- a) A member at a meeting must address and refer to another member or an officer by that member's or officer's official title or designation.
- b) A Member or Staff member, excluding the Chair, at a meeting shall stand when speaking to a matter being considered at the meeting unless prevented doing so by a physical disability.
- c) When a member or staff member speaks at Council they must address the meeting through the Chair. If more than one member indicates their desire to speak, the Chair will ask one to speak and the others must be quiet.
- d) Speakers must address the item of business before the Council.
- e) A Member must not speak for longer than 3 minutes at any one time without leave of the meeting.
- f) When the Chair calls the meeting to order any Member speaking at the time must stop and sit down. The meeting must be silent.
- g) If a Member disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further.
- h) A Member must not behave in an improper manner or cause an interruption or interrupt another Member who is speaking. A Member who interrupts the orderly conduct of a meeting shall on being requested to do so by the Chair, immediately leave the meeting and must be included in the minutes.

A person (other than a member) who interrupts the orderly conduct of a meeting must, on being requested to do so by the President, immediately leave the place where the meeting is being held.
- i) At any time, the Chair or Members can call a "Point of Order" to the Chair, if they believe meeting procedures are not being followed. The Chair then invites the Council Member to identify the problem and, after hearing the point, makes a ruling. A point of order takes precedence over all other business until determined. The Chair must rule on the point of order immediately.
- j) If an objection is taken to the ruling of the Chair, a motion that the ruling not be agreed with must be moved immediately. The Chair is entitled to make a statement in support of the ruling before a motion is put. Points of order and basis of the point of order will be recorded in the minutes as a procedural note.





4.1 Minutes and Records Management

The minutes of a meeting are to be kept and must be in a form consistent with the requirements of the *Local Government Act 2019*. This includes the names of the members present, the business transacted and any confidential business that was considered at the meeting.

The minutes must include references to any written reports or recommendations considered in the course of the meeting together with information about how to obtain access to the reports and recommendations.

The minutes must be made available to the public within ten business days after the date of the meeting.

The minutes of the proceedings at a meeting must be submitted for confirmation at the Next Ordinary General Meeting.

On the confirmation of the minutes, the Chair's signature and resolution will be added to the minutes.

4.2 Recording of Meetings

All meetings, including those conducted via electronic means, will be recorded for minuting purposes only. Recordings will be stored on the Council's electronic record keeping system and will be retained until the minutes are formally adopted by the Council.

4.3 Public release of information

When information is no longer confidential, a notation will be put in the relevant document (including the version on the website) that the information is no longer confidential, on what date that decision was made, and where information about the matter that is no longer confidential can be accessed.

5. SPECIAL COUNCIL MEETINGS

Council Meeting may be called in accordance with the provisions of Section 92 and 93 of the *Local Government Act 2019* and its *Regulations*.

Reports are to be written in clear English to ensure maximum understanding of the matter presented.

If council decides to hold a special meeting it can be called by the CEO, President, or 3 Members.

The agenda will be circulated to Council Members by email at least 4 hours in advance of the meeting. Hard copies will be made available at the same time.

The Council Agenda for the Special Meeting is to be uploaded to the website at least 4 hours in advance of the meeting.





6. COUNCIL COMMITTEE MEETINGS

The current Council committee meetings which this policy applies are:

1. Risk Management and Audit Committee:

- The RMA committee must maintain and review annually a Council approved Terms of Reference. The Terms of Reference of the Committee of Council must be available on the Council website.

2. Coomalie Bush Cemetery Board of Management:

- The Bush Cemetery Board meets twice (2) annually and is made up of the Full Council and the CEO. The Coomalie Bush Cemetery Policy defines the role of the Board and the procedure of meetings follow this policy.

5. Associated Documents

6. References and Related Legislation

Local Government Act 2019

Local Government (Electoral) Regulations 2021

DOCUMENT HISTORY 1.07 Council Meetings Policy	
Date Adopted:	15 October 2024
Amended:	
Amended:	



COOMALIE COMMUNITY GOVERNMENT COUNCIL

22 Cameron Road Batchelor NT 0845

PO Box 20 Batchelor NT 0845

Phone: 08 8976 0058

Fax: 08 8976 0293

Email: mail@coomalie.nt.gov.au

Web: www.coomalie.nt.gov.au



PUBLIC QUESTION

Ordinary Council Meeting

Public Question Time

Members of the public can submit written questions to be considered at an Ordinary Meeting of Council that is open to the public.

Public Question Time allows for one question per person.

How to submit a Public Question?

- Questions must relate to the business of the Council
- Questions must not take the form of a statement or a personal opinion
- You must provide your name and address
- Questions are to be submitted by 12:00 (noon) the business day before the requested meeting date.

Your Details	
Name:	
Residential Address:	
Postal Address:	
Email:	
Phone Number:	

This Question Relates To
<i>Please identify the Council matter or agenda item</i>

COOMALIE COMMUNITY GOVERNMENT COUNCIL

22 Cameron Road Batchelor NT 0845

PO Box 20 Batchelor NT 0845

Phone: 08 8976 0058

Fax: 08 8976 0293

Email: mail@coomalie.nt.gov.au

Web: www.coomalie.nt.gov.au



Question

Please write in a clear and concise manner.

Questions are to be submitted to:

Email: mail@coomalie.nt.gov.au

Post: PO Box 20
Batchelor NT 0845

Delivered: 22 Cameron Road
Batchelor NT 0845

Office use

Date received:

Meeting date:

Approved by:

Added to Agenda: Y or N

6.6 POLICY TO ALLOW CHAIRPERSON TO EXERCISE CASTING VOTE

Date: 16th September 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Council Policy 1.07 Meetings of Council

PURPOSE

Council must establish by resolution at its first meeting a policy to allow the Chairperson to exercise a casting vote.

RECOMMENDATION

That Council;

a) pursuant to Section 95(6) resolves that the Chairperson shall have / not have a casting vote.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Previous Decisions

RESOLUTION 21/09/2021/009

That Council;

a) pursuant to Section 95(6) resolves that the Chairperson shall not have a casting vote; and

b) requests the Chief Executive Officer reviews Council Policy 1.12 Meetings of Council for adoption at the October 2021 Ordinary General Meeting of Council.

Moved: *Clr. McClymont*

Seconded: *Clr. Beswick*

Carried

Vote: 4/6

COMMENT

Pursuant to Section 95(6) Council may only establish a policy allowing the Chairperson to exercise a casting vote at its first meeting.

95 Procedure at meeting

(1) *The chairperson of a meeting of a council is:*

- (a) *if the principal member is present – the principal member; or*
- (b) *if the principal member is not present but the deputy principal member is present – the deputy principal member; or*

- (c) *if neither the principal member nor the deputy principal member is present but an acting principal member is present – the acting principal member; or*
 - (d) *if neither the principal member nor the deputy principal member is present and there is no acting principal member or the acting principal member is not present – a member chosen, by resolution, by the members present at the meeting to chair the meeting.*
- (6) *A policy to allow the chairperson to exercise a casting vote:*
- (a) *may only be established by resolution of the council passed at the first meeting of the council to be held after a general election; and*
 - (b) *cannot be altered or revoked during the term of the council; and*
 - (c) *lapses at the conclusion of the next general election.*

Council may allow the Chairperson to exercise a casting vote if there are an equal number of votes on a matter. During such an occurrence, the casting vote will determine the vote. The Chairperson must exercise the casting vote either in favour or against the motion. Alternatively, Council may determine as policy that the casting vote should be utilised to maintain the status quo.

If there are unequal votes, the chairperson cannot exercise a casting vote.

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019

Council Policy 1.07 Meetings of Council

FINANCIAL IMPLICATIONS

Nil



1.07 Council Meetings Policy

Council Resolution:	2024/10/15/007
Date to take effect:	16 October 2024
Policy Custodian:	Corporate Services Manager
Review Date:	October 2027
Version (Revision Number)	1.1

1. Purpose

The purpose of this policy is to guide the operation and conduct at all meetings and to ensure that meetings of Council operate in a transparent manner to ensure efficient, effective, and accountable decision making.

2. Scope

This policy applies to all Council meetings, special meetings, and meetings of council committees, in accordance with the provisions of the *Local Government Act 2019* and *Local Government (General) Regulations 2021* to guide proceedings at Council meetings.

This policy applies to all Elected Members and relevant staff of CCGC.

3. Policy Statement

The Council Meetings Policy will determine the date, time and meeting place for Council and Committee meetings as well as detailing the structure of the agenda, the decision-making processes within the meeting and the record management of outcomes of the meetings.

3.1 DATE AND TIME OF ORDINARY GENERAL MEETINGS

An Ordinary General Meeting of Council will generally be held on the third Tuesday of each month. A meeting may be rescheduled to another time and date if circumstances determine, and the majority of members agree.

The majority of members may determine not to hold a monthly meeting if it is determined that there is insufficient business to warrant the calling of a meeting.

If Council does not hold a monthly Council meeting it must still hold a monthly Finance Committee meeting. The members of the Finance Committee will be a quorum of the members. The meeting may be conducted at an agreed venue or electronically via a video or teleconference.

Meetings will normally commence at 3.00pm and will finish by 8.00pm. Council must resolve to extend the closing time if they wish to deal with business after 8.00pm.

Council allows presentations at 2:00pm. The Ordinary General Meeting will commence at the advertised time of 3:00pm after the conclusion of the presentation.





3.2 LOCATION OF ORDINARY GENERAL MEETINGS

Ordinary General Meetings, meetings of committees and special meetings will be held in the Council Chambers at 22 Cameron Road, Batchelor. Members may resolve to hold meetings at other locations from time to time.

3.3 AGENDA PAPERS OF MEETINGS

In preparing agenda papers, the Chief Executive Officer and the Official Manager will set the agenda for the meeting.

- Notice of Meeting
- Acknowledgement of Country
- Persons Present
- Apologies and Leave of Absence
- Electronic Meeting Attendance
- Declaration of Interest
- Moving agenda items from public to confidential
- Moving agenda items from confidential to public
- Petitions
- Deputations and Presentations
- Questions with Notice
- Confirmation of the Minutes of the Previous Meeting
- Official Manager's Report
- CEO's Report
- Monthly Finance Reports
- Reports Requiring Decisions of Council
- Reports for Receiving and Noting
- Correspondence and Information
- Councillors Reports
- Use of the Common Seal
- Late Items and Urgent Business
- General Business
- Confidential Items
- Opening of Meeting from Confidential
- Decisions arising from the Confidential Section of the Council Meeting
- Next Meeting
- Closure of Meeting





Reports are to be written in clear English to ensure maximum understanding of the matter presented.

The agenda will be circulated to Members by email three business days in advance of the meeting to be held on the following Tuesday. Hard copies will be made available at the same time. Agenda and supporting information will be placed in an individually named envelope. The envelopes will be placed in the Council Office external safe for collection by individual Council Members.

The Council Agenda for the Ordinary General Meeting is to be uploaded to the website three business days in advance of the meeting to be held on the following Tuesday.

3.4 LATE REPORTS AND URGENT BUSINESS

Late Reports and Urgent Business are not ideal as they are not included in the agenda and available in advance. The Members and the public do not have an opportunity to view the report on the matter prior to the meeting.

Council may receive and deliberate on late reports to the meeting if it is considered that the matter is urgent and needs to be tabled at that meeting and will not wait until the next meeting. Where an urgent matter arises that cannot reasonably be delayed until the next Council meeting, it may be considered and determined by Council Members at a Special Meeting in accordance with this policy and the *Local Government Act 2019*.

3.5 PETITIONS

Residents can seek to inform Council about their concerns in many ways. One method is lodging a petition about a specific issue.

A petition is a direct request to take some form of action over a particular issue.

When submitting a Petition:

- Provide a summary of the reasons for the request
- State the request at the top of each page of the petition
- Provide the persons full name, house number, street address, suburb and signature
- State the name of the person (initiator) and contact details
- Use respectful language

A Petition may be lodged via:

- Email: mail@coomalie.nt.gov.au
- Hand delivered to: Council Office, 22 Cameron Road, Batchelor NT 0845.

Petitions submitted seven (7) days prior to a Council Meeting will be included in the next meeting agenda. If Council receives a petition after the seven (7) day timeframe, the petition will be presented to the following meeting.

When a Petition is received at a Council Meeting, it will be referred to the relevant Council section for investigation with a recommending report presented back to Council no more than three (3) months from the meeting date it was formally received by Council.





3.6 DEPUTATIONS AND PRESENTATIONS

Persons requesting to address the Council either as a deputation or a presentation must contact the Chief Executive Officer via email or writing one week prior to the meeting. Council will allow deputations or presentations from 2:00- 3:00 pm on the day of the Ordinary General Meeting.

The CEO, on receiving the request, must notify the President of the request.

The President must determine whether the deputation or presentation may be heard and notify the CEO accordingly.

A hard copy of any presentation material is to be provided the week before the meeting so that it can be circulated to Members with the meeting Agenda. Electronic presentations should be supplied to the Chief Executive Officer prior to the meeting.

As a general rule each deputation/presentation will be allowed 15 minutes followed by 15 minutes of questions and discussions. The Council may allow more time should it determine.

3.7 QUESTIONS WITH NOTICE TO COUNCIL

Members of the public can submit written questions to be considered at an Ordinary Meeting of Council that is open to the public. Questions must be received on the Public Question Time Form and is limited to one question per person per meeting. The questions must relate to the business of the Council and must be submitted by 12:00 pm (noon) the business day before the requested meeting date. You must attend the meeting for the question to be read aloud by the CEO.

No discussion on the question or answer can take place at the meeting.

3.8 QUORUM

A quorum at a meeting of a Council consists of a majority of the members.

A quorum must be present within 30 minutes after the time appointed for a meeting. If a quorum is not present, the meeting will be postponed in accordance with the provisions of the *Local Government Act 2019* and its *Regulations 2021*.

A quorum is to be maintained for the whole of the meeting. If the meeting attendance drops below the quorum at any time during the meeting this is to be noted in the minutes.

3.9 APOLOGIES

If a member is unable to attend a meeting, the member needs to notify for the President or CEO at least 3 days in advance where possible.

The apology needs to be accepted by the majority of members. If not accepted the apology will be recorded as absent.

A member is disqualified from office if absent from 2 consecutive meeting of council without permission.

3.10 PARTICIPATION BY ELECTRONIC MEANS

A Member who is not physically present at a meeting is taken to be present at a meeting if:





- (a) the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution for attendance in such a manner; and
- (b) communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting.

3.11 REQUESTS FOR AGENDA ITEMS

Members may request an agenda item to the CEO or President at least 5 days before the agenda circulation and in writing. To be prepared for a future meeting in the General Business Section of an Ordinary General Meeting. General Business is not to be used for operational matters, such as complaints or service requests.

3.12 CONFIDENTIAL INFORMATION AND BUSINESS

The default position for Council is transparency and accountability, however there may be times when Council has to consider confidential information in accordance with Section 293 (1) of the Act and regulations 51. Members and staff are expected to be careful and prudent about how they collect and use information. Judgements should balance the interests of the community and its right to information with the potential adverse impacts.

The disclosure of information must not cause significant damage or distress to a person or cause significant damage to the interests of the Council or a person or cause unfair commercial or financial advantage.

After the conclusion of the consideration of an item of confidential business, Council will decide whether confidential information is:

- a) the type of confidential information that should no longer be confidential after a specified period of time; or
- b) the type of confidential information that should be subject to periodic review to determine if it should no longer be confidential.

If Council resolves a specified period of time for the information to remain confidential, that information is to be publicly released after the expiry of that period of time.

If Council resolves that confidential information should be subject to periodic review to determine if it should no longer be confidential, that information will be added to the confidentiality review list.

Council will maintain a list of confidential information and review that list once every 6 months to determine whether any matters are no longer confidential after a specified period or are to remain confidential for review at a subsequent date.

Each individual report must detail the reason for the confidential item being included in confidential business, and the reason is to be published within the Confidential Agenda. The following statements are to be included in the header of the confidential item, in reference to the relevant reasons for listing an agenda item in confidential:





Local Government (General) Regulations 2021 - Section 51

Confidential information

- (1) (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;
- (b) information about the personal circumstances of a resident or ratepayer;
- (c) information that would, if publicly disclosed, be likely to:
 - (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
 - (ii) prejudice the maintenance or administration of the law; or
 - (iii) prejudice the security of the council, its members or staff; or
 - (iv) subject to subregulation (3) – prejudice the interests of the council or some other person;
- (d) information subject to an obligation of confidentiality at law, or in equity;
- (e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest;
- (f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

Example for subregulation (1)(d)

Information that may be subject to legal professional privilege.

- (2) For subregulation (1)(f), the following information is no longer confidential after the complaint has been decided:
 - (a) a decision notice in relation to the complaint;
 - (b) a report of proceedings or findings of the complaint including a summary of decision under regulation 80 or 81.
- (3) Information mentioned in subregulation (1)(c)(iv) and (e) does not prejudice the interests of the council or some other person or is not contrary to the public interest if the information, if publicly disclosed, only causes:
 - (a) embarrassment to the council, members or the council's staff; or
 - (b) a loss of confidence in the council; or
 - (c) discussion of a matter that is controversial in the council area; or
 - (d) the council to be susceptible to adverse criticism.





3.13 Conflict of Interest and Disclosure of Interest

Members, Committee Members and Staff are to declare all direct and indirect interest that may give rise to a conflict or may be perceived as giving rise to a conflict at the start of the meeting or as soon as they realise that they may have a conflict of interest.

If a, Member, Committee Member or Staff declares that they have a personal, direct, indirect real or perceived conflict of interest on a particular item, they must leave the Chamber or meeting room and not participate in the discussion or vote.

Council will have on hand at each meeting the Conflict-of-Interest Register.

Indirect interest due to conflicting duties mean an interest occurs when a member is a Director, Partner, Resident of the members household, Agent, Trustee, Manager, Office holder or employee of a person or entity including a non-profit association that is a direct interest as to the ACT.

3.14 Decision Making Process and Casting Vote

Decisions at Council meetings are made by resolution following a motion being moved and seconded by Council Members.

If the motion is not seconded, the minutes will note the mover of the motion and that the motion 'lapsed for want of a seconder'. When the motion has been moved and seconded, a member may move an amendment to it.

The Chair may call for debate for or against the motion and the motion cannot be withdrawn without the consent of the council.

All members can speak only once to the motion and once only to an amendment proposed to it.

The Chair may, at any time during the debate of a matter at a meeting, indicate an intention to speak and, on so doing, all council members are to cease speaking until the Chair has been heard.

A member who moves and seconds a motion must not move or second the amendment to a motion.

Any amendment so moved, must not negate the intent of the original motion.

The Chair may reject any proposed amendment that attempts to negate a motion or replace an amended motion with the original motion.

Resolutions require a majority of Members present to vote in favour of the motion.

Voting will be by a show of hands.

Council has determined that the Chair will not hold a casting vote. In the event of a tied vote the matter will be deferred to the next meeting for further consideration.





4. Meeting Rules and maintaining meeting order

The following meeting rules are to be used as a guide to maintain meeting order:

- a) A member at a meeting must address and refer to another member or an officer by that member's or officer's official title or designation.
- b) A Member or Staff member, excluding the Chair, at a meeting shall stand when speaking to a matter being considered at the meeting unless prevented doing so by a physical disability.
- c) When a member or staff member speaks at Council they must address the meeting through the Chair. If more than one member indicates their desire to speak, the Chair will ask one to speak and the others must be quiet.
- d) Speakers must address the item of business before the Council.
- e) A Member must not speak for longer than 3 minutes at any one time without leave of the meeting.
- f) When the Chair calls the meeting to order any Member speaking at the time must stop and sit down. The meeting must be silent.
- g) If a Member disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further.
- h) A Member must not behave in an improper manner or cause an interruption or interrupt another Member who is speaking. A Member who interrupts the orderly conduct of a meeting shall on being requested to do so by the Chair, immediately leave the meeting and must be included in the minutes.

A person (other than a member) who interrupts the orderly conduct of a meeting must, on being requested to do so by the President, immediately leave the place where the meeting is being held.
- i) At any time, the Chair or Members can call a "Point of Order" to the Chair, if they believe meeting procedures are not being followed. The Chair then invites the Council Member to identify the problem and, after hearing the point, makes a ruling. A point of order takes precedence over all other business until determined. The Chair must rule on the point of order immediately.
- j) If an objection is taken to the ruling of the Chair, a motion that the ruling not be agreed with must be moved immediately. The Chair is entitled to make a statement in support of the ruling before a motion is put. Points of order and basis of the point of order will be recorded in the minutes as a procedural note.





4.1 Minutes and Records Management

The minutes of a meeting are to be kept and must be in a form consistent with the requirements of the *Local Government Act 2019*. This includes the names of the members present, the business transacted and any confidential business that was considered at the meeting.

The minutes must include references to any written reports or recommendations considered in the course of the meeting together with information about how to obtain access to the reports and recommendations.

The minutes must be made available to the public within ten business days after the date of the meeting.

The minutes of the proceedings at a meeting must be submitted for confirmation at the Next Ordinary General Meeting.

On the confirmation of the minutes, the Chair's signature and resolution will be added to the minutes.

4.2 Recording of Meetings

All meetings, including those conducted via electronic means, will be recorded for minuting purposes only. Recordings will be stored on the Council's electronic record keeping system and will be retained until the minutes are formally adopted by the Council.

4.3 Public release of information

When information is no longer confidential, a notation will be put in the relevant document (including the version on the website) that the information is no longer confidential, on what date that decision was made, and where information about the matter that is no longer confidential can be accessed.

5. SPECIAL COUNCIL MEETINGS

Council Meeting may be called in accordance with the provisions of Section 92 and 93 of the *Local Government Act 2019* and its *Regulations*.

Reports are to be written in clear English to ensure maximum understanding of the matter presented.

If council decides to hold a special meeting it can be called by the CEO, President, or 3 Members.

The agenda will be circulated to Council Members by email at least 4 hours in advance of the meeting. Hard copies will be made available at the same time.

The Council Agenda for the Special Meeting is to be uploaded to the website at least 4 hours in advance of the meeting.





6. COUNCIL COMMITTEE MEETINGS

The current Council committee meetings which this policy applies are:

1. Risk Management and Audit Committee:

- The RMA committee must maintain and review annually a Council approved Terms of Reference. The Terms of Reference of the Committee of Council must be available on the Council website.

2. Coomalie Bush Cemetery Board of Management:

- The Bush Cemetery Board meets twice (2) annually and is made up of the Full Council and the CEO. The Coomalie Bush Cemetery Policy defines the role of the Board and the procedure of meetings follow this policy.

5. Associated Documents

6. References and Related Legislation

Local Government Act 2019

Local Government (Electoral) Regulations 2021

DOCUMENT HISTORY 1.07 Council Meetings Policy	
Date Adopted:	15 October 2024
Amended:	
Amended:	



COOMALIE COMMUNITY GOVERNMENT COUNCIL

22 Cameron Road Batchelor NT 0845

PO Box 20 Batchelor NT 0845

Phone: 08 8976 0058

Fax: 08 8976 0293

Email: mail@coomalie.nt.gov.au

Web: www.coomalie.nt.gov.au



PUBLIC QUESTION

Ordinary Council Meeting

Public Question Time

Members of the public can submit written questions to be considered at an Ordinary Meeting of Council that is open to the public.

Public Question Time allows for one question per person.

How to submit a Public Question?

- Questions must relate to the business of the Council
- Questions must not take the form of a statement or a personal opinion
- You must provide your name and address
- Questions are to be submitted by 12:00 (noon) the business day before the requested meeting date.

Your Details	
Name:	
Residential Address:	
Postal Address:	
Email:	
Phone Number:	

This Question Relates To
<i>Please identify the Council matter or agenda item</i>

COOMALIE COMMUNITY GOVERNMENT COUNCIL

22 Cameron Road Batchelor NT 0845

PO Box 20 Batchelor NT 0845

Phone: 08 8976 0058

Fax: 08 8976 0293

Email: mail@coomalie.nt.gov.au

Web: www.coomalie.nt.gov.au



Question

Please write in a clear and concise manner.

Questions are to be submitted to:

Email: mail@coomalie.nt.gov.au

Post: PO Box 20
Batchelor NT 0845

Delivered: 22 Cameron Road
Batchelor NT 0845

Office use

Date received:

Meeting date:

Approved by:

Added to Agenda: Y or N

6.7 APPOINTMENT OF MEMBERS TO THE RISK MANAGEMENT AND AUDIT COMMITTEE.

Date: 16th September 2025

Author: Sharon Hillen, Chief Executive Officer

Attachments: Risk Management and Audit Committee Terms of Reference

PURPOSE

Council must establish by resolution and maintain a Risk Management and Audit Committee and appoint its members in accordance with the Terms of Reference.

RECOMMENDATION

That Council;

a) consistent with the current terms of Reference appoint the following Elected Members to the Risk Management and Audit Committee;

1. _____

2. _____ and

b) requests the Chief Executive Officer provides a further report to the October 2025 Ordinary General Meeting at which Council can appoint the new Independent Chairperson.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Previous Decisions

RESOLUTION 21/09/2021/010

That Council;

a) consistent with the current Terms of Reference appoint the following Councillors to the Audit Committee;

1. Clr Bulmer

2. Clr McClymont; and

b) requests the Chief Executive Officer provides a further report to the November 2021 Ordinary General Meeting at which Council can review the Terms of Reference and nature of the Audit Committee.

Moved: *Clr. Bulmer*

Seconded: *Clr. Beswick*

Carried

COMMENT

Council's Risk Management and Audit Committee is established pursuant to section 86 of the *Local Government Act 2019*. As per the terms of Reference, the Risk Management and Audit Committee consist of:

- One Independent Chair – currently vacant
- Two Elected Members
- One Independent Member

The current members of the Audit Committee are:

Ian Swan – Chairperson – Term Ended August 2025

Maxie Smith – Independent Member – Current, commenced in December 2024

Mark Blackburn – Official Manager – Term ended 8th September 2025

Sharon Hillen - Chief Executive Officer – Non-voting member

The current Chairperson has completed his term in accordance with his appointment resolution and Council will be required to appoint a new Chairperson. An Expression of Interest process was completed in July 2025 with three submissions received by the closing date.

The *Local Government Act 2019* requires the following:

86 *Audit committee*

- (1) *A council must, by resolution, establish and maintain an audit committee.*
- (2) *An audit committee consists of the persons appointed, by resolution, by the council to be members of the committee.*
- (3) *The members of an audit committee may consist of, or include, persons who are not members of the council.*

Note for subsection (3)

A member of the council's staff is eligible for appointment as a member of an audit committee (even though staff members are disqualified from membership of the council itself).

- (4) *However, the chairperson of an audit committee must not be a member of the council or a member of the council's staff.*
- (5) *The terms and conditions on which a person holds office as a member of an audit committee are to be as determined by the council.*
- (6) *The council may, by resolution, abolish an audit committee.*
- (7) *The council must establish or abolish an audit committee in accordance with any guidelines that the Minister may make.*

87 *Nature of committee's functions*

An audit committee has the following functions in relation to a council:

- (a) *to monitor and review the integrity of the council's financial management;*

- (b) to monitor and review internal controls;*
- (c) to make recommendations to the council about any matters the committee considers require the council's consideration as a result of the committee's functions under paragraph (a) or (b).*

88 Control and direction by the council

An audit committee is subject to control and direction by the council.

89 Procedures

Subject to any direction by the council, an audit committee may determine its own procedures.

EOI for the Independent Chair

Council conducted an Expression of Interest for the Risk Management and Audit Committee and advertised the vacancy on the Council Website and NT News. Three EOI's were received and are currently being assessed for Councils deliberation in October Ordinary General Meeting.

Elected Member Nominations

Council to call for nominations for the two elected member positions on the committee.

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019

Risk Management and Audit Committee Terms of Reference

FINANCIAL IMPLICATIONS

Nil



1.31 Terms of Reference

Risk Management & Audit Committee

Council Resolution:	2022/09/20/012
Date to take effect:	21/09/2022
Legislative reference:	<i>Local Government Act 2019. Section 86</i>
Review Date:	1 June 2025

1. Purpose

This policy sets out the Terms of Reference for the Risk Management & Audit Committee (the Committee).

2. Principles

The Risk Management & Audit Committee is established by Council pursuant to the *Local Government Act 2019* (the Act) *Section 86* and the *Local Government (General) Regulations 2021*. Pursuant to Section 87 of the Act, the key functions of the Risk Management & Audit Committee are:

- (a) To monitor and review the integrity of Council's financial management,
- (b) To monitor and review internal controls; and
- (c) To make recommendations to Council about matters the Committee considers requires Council's consideration and attention as per the Committee's functions as described in (a) and (b) above.

The Committee is subject to the control and direction by the Council.

3. Policy Statement

3.1 Membership and Term

The Committee shall consist of four (4) members, two (2) of whom shall be Elected Members and two (2) of whom shall be Community members. Each Committee Member shall have an equal vote.

The Chief Executive Officer and the Manager, Finance Audit & Risk shall be non-voting members of the Committee.

Each Committee Member shall be appointed for a term of four (4) years.

3.2 Chair and Casting Vote

The Chair of the Committee shall be an independent member, drawn from the two (2) Community Members and appointed by Council .

The Chair shall have a casting vote.

3.3 Remuneration of Committee Members

The Independent Chair will receive remuneration for meeting attendance commensurate with the NT Remuneration Tribunal determinations for Class C1 statutory bodies.

Council may consider and resolve by resolution to offer out of pocket expenses to the Independent Chair and Community Members.

3.4 Quorum

A quorum at a meeting of the Committee will consist of a majority of the Committee's members.

A quorum must be present within 30 minutes after the time appointed for a meeting. If a quorum is not present, the meeting will be postponed in accordance with the provisions of the *Local Government Act 2019* and its *Regulations*.

3.5 Participation by Electronic Means

A Member of the Committee who is not physically present at a meeting is taken to be present at a meeting if: the member's attendance at the meeting is by means of an audio or audiovisual conferencing system.

3.6 Meetings, Agenda Papers and Minutes of Meetings

The Committee will meet at least four (4) times per annum and at a day and time determined by the Committee.

Meetings papers will be provided to members at least three (3) working days prior to the meeting.

Guest presenters and/or observers must be coordinated by the Chair, and their names and purpose of attendance must be provided at least five (5) days prior to the meeting for finalising the agenda.

The draft minutes will include a summary of the discussions at each meeting and details of all agreed actions and recommendations.

Apologies for inability to attend the meeting are to be directed to the Chair.

By agreement of the Committee, out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

The Committee will provide regular reports to Council through the Chair.

The Manager Finance Audit & Risk, or their delegate, will coordinate and facilitate the meetings, minutes, plans and correspondence of the Committee.

3.7 Recording of Meetings

Meetings will be recorded for the sole purposes of minute taking using a Council approved audio-recording device. Recordings will be kept until the following meeting once the minutes have been confirmed. Personal recording devices will not be permitted.

3.12 Use of Information

Committee Members and staff are to handle all information in a sensitive manner. Material of a confidential nature shall not be disclosed to outside parties.

Committee Members and staff are expected to be careful and prudent about how they collect and use information. Judgements should balance the interests of the community and its right to information with the potential adverse impacts.

The disclosure of information must not cause significant damage or distress to a person or cause significant damage to the interests of Council or a person or cause unfair commercial or financial advantage.

3.13 Conflict of Interest and Disclosure of Interest

Committee Members and Staff are to ensure that there is no conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Committee Members must seriously consider if they may be subject to a perceived conflict of interest. This may include a perception within the wider community that the Committee Members or staff member may not be impartial when considering an item.

Committee Members and staff will disclose at the relevant meeting any interests which have the capacity to be in conflict with their public or professional duties.

If a Committee Member declares that they have a real or perceived conflict of interest on a particular item they must leave the room and not participate in the discussion or vote.

3.14 Chief Health Office Directions

All Committee Members must comply with current Chief health Officer Directions and any amendments and updates as these come into force from time to time.

4. Key Roles and Functions

4.1 Risk Management and Internal Controls

- (a) Monitor and review the performance, adequacy and operating effectiveness of the Council's Risk Management Framework that identifies, monitors and manages significant business risks through its governance and internal controls.
- (b) Review and comment on the adequacy of internal controls.
- (c) Monitor and review the performance, adequacy and operating effectiveness of the Council's Fraud and Misconduct Framework and Compliance Framework.
- (d) Annually review the Council's insurance program for adequacy having regard to business and insurable risks associated with the Council's business.

4.2 Internal and External Audit

- (a) Monitor the integrity of the annual financial statements of the Council, reviewing significant financial reporting issues and judgements.
- (b) Monitor the Council's relationship with contracted providers through consideration of annual remuneration, performance, capability, objectivity, and conflicts of interest.
- (c) Consider and make recommendations on the Long Term and Annual Plans of internal and external audit.
- (d) Review all reports from the auditors and the Council's response to these to ensure appropriate.

- (e) Review and monitor the Council's timeliness to addressing the findings and recommendations.
- (f) Allow the opportunity to meet with the auditors to discuss any issues arising from the work carried out.

4.3 Review of Annual Report and Shire Plan

- (a) Monitor the integrity of the annual financial statements and annual report of the Council, including the performance against the Council's Annual Shire Plan and other KPI's within the Annual Report, and review significant financial reporting issues, judgements and any reported misstatements which they contain.

DOCUMENT HISTORY 1.31 Terms of Reference Risk Management & Audit Committee		
Date Adopted:	12 th August 2014	RESOLUTION: 12/08/2014/010 Adoption of Terms of Reference.
Amended:	30 th October 2014	RESOLUTION: 18/11/2014/007 Amendment.
Amended:	16 th June 2015	RESOLUTION: 16/06/2015/007 Amendment.
Amended:	18 th January 2022	RESOLUTION: 2022/01/18/10 Adoption of Amended TOR to expand to RMAC and be compliant with the new Act.
Amended:	20 th September 2022	RESOLUTION: 2022/09/20/012 Adoption of amended TOR with changes at Clause 3.3

7. MOVING AGENDA ITEMS FROM PUBLIC TO CONFIDENTIAL.

Nil

8. MOVING AGENDA ITEMS FROM CONFIDENTIAL TO PUBLIC.

Nil

9. PETITIONS, DEPUTATIONS AND QUESTIONS WITH NOTICE.

Nil

10. CONFIRMATION OF THE MINUTES OF PREVIOUS MEETINGS.

10.1 CONFIRMATION OF THE MINUTES 19TH AUGUST 2025 OGM.

Date: 19th August 2025

Author: Sharon Hillen, Chief Executive Officer.

Attachments: [Unconfirmed Public Minutes 19th August 2025.](#)

PURPOSE

Minutes of the Ordinary General Meeting held on 19th August 2025 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

RECOMMENDATION

That the Minutes of the Ordinary General Meeting held on 19th August 2025 be noted by Council.

Moved:

Seconded:

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS.

Section 101 *Local Government Act 2019*.

FINANCIAL IMPLICATIONS.

Nil.



MINUTES
ORDINARY COUNCIL MEETING
19TH AUGUST 2025

Contents

1. NOTICE OF MEETING.	4
2. ACKNOWLEDGEMENT OF COUNTRY	5
3. PERSONS PRESENT	5
4. APOLOGIES AND LEAVE OF ABSENCE.	6
5. ELECTRONIC MEETING ATTENDANCE	6
6. DECLARATION OF INTEREST.	7
7. MOVING AGENDA ITEMS FROM PUBLIC TO CONFIDENTIAL.	7
8. MOVING AGENDA ITEMS FROM CONFIDENTIAL TO PUBLIC.	7
9. PETITIONS, DEPUTATIONS AND QUESTIONS WITH NOTICE.	7
10. CONFIRMATION OF THE MINUTES OF PREVIOUS MEETINGS.	8
10.1 CONFIRMATION OF THE MINUTES 15 TH JULY 2025 OGM.	8
10.2 CONFIRMATION OF THE SPECIAL MEETING MINUTES 7 TH AUGUST 2025.	8
11. OFFICIAL MANAGER'S REPORTS.	9
11.1 CONDOLENCE MOTION MRS SUSAN BULMER.....	9
11.2 OFFICIAL MANAGER REPORT	10
12. CHIEF EXECUTIVE OFFICER'S REPORT	10
13. MONTHLY FINANCE REPORT.....	11
13.1 MONTHLY FINANCIAL REPORT.....	11
14. REPORTS REQUIRING DECISIONS OF COUNCIL.....	11
15. REPORTS FOR RECEIVING AND NOTING.	12
15.1 REVIEW OF ACTIONS ARISING LIST.	12
15.2 COMPLAINTS AND COMPLIMENTS REGISTER.....	12
16. CORRESPONDENCE AND INFORMATION.....	13
16.1 INCOMING AND OUTGOING MAIL.....	13
17. COUNCILLOR REPORTS.	13
18. USE OF THE COMMON SEAL	13
19. LATE ITEMS AND URGENT BUSINESS.	13
20. GENERAL BUSINESS.	14
20.1 TEAM HEALTH SUPPORT	14
20.2 MEMORIAL PLAQUE	14

20.3	STAFF APPRECIATION.....	14
21.	CONFIDENTIAL ITEMS.	15
21.1	CONFIRMATION OF THE CONFIDENTIAL MINUTES FROM THE 15 TH JULY 2025 OGM.	16
21.2	CONFIRMATION OF THE CONFIDENTIAL SPECIAL MEETING MINUTES FROM THE 7 TH AUGUST 2025.....	16
21.3	REVIEW OF CONFIDENTIAL ACTIONS ARISING LIST TO JULY 2025.	16
21.4	RATES RECOVERY UPDATE	16
21.5	USE OF THE COMMON SEAL: FORM 48 – DISCHARGE OF STATUTORY CHARGE.....	16
22.	DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL	16
23.	RE-OPEN MEETING TO THE GENERAL PUBLIC.	17
24.	NEXT MEETING.	17
25.	CLOSURE OF MEETING.....	17

1. NOTICE OF MEETING.

I hereby give notice that an Ordinary Meeting of Council was held on:

Date: 19th August 2025
Time: 3.00 pm
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

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

The Ordinary Meeting of Council was open to the public and adhered to COVID Safety Plan requirements, including optional wearing a mask, appropriate physical distancing, and health, and hygiene requirements.

The meeting was recorded for minuting purposes only.

A copy of the agenda can be found on Council's website, alternatively you can obtain a copy from the Council Office.



Chief Executive Officer.

MINUTES

ORDINARY GENERAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON 19th August 2025

The Official Administrator of the Council, Mr. Mark Blackburn, declared the meeting open at 3:00 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	Mr. Mark Blackburn
------------------	--------------------

STAFF PRESENT

Chief Executive Officer	Sharon Hillen
Corporate Services Manager	Natasha Chapman
Council and Community Services Manager	Emma Dunne
Executive Services Coordinator	Stacey Shooter

VISITORS PRESENT

4. APOLOGIES AND LEAVE OF ABSENCE.

Date: 19th August 2025
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

This report is to table for Council's record any apologies and requests for leave of absence received for the Ordinary General Meeting held on 19th August 2025.

Nil

5. ELECTRONIC MEETING ATTENDANCE.

Date: 19th August 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

This report is to table, for Council's record, any requests, and permissions for Electronic Attendance.

Nil

6. DECLARATION OF INTEREST.

Date: 19th August 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

Members and Staff are required to disclose an interest in a matter under consideration by the Council at a meeting of the Council 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. Under disclosure, the member or staff member must abide by the decision of Council on whether he/ she shall remain in the meeting and/ or take part in the issue. The Council may elect to allow the member or staff member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

RESOLUTION 2025/08/19/001

That Council notes there are no declarations of interest as listed for the Ordinary General Meeting held 19th August 2025.

Moved: Official Manager

Seconded: Official Manager

Carried

7. MOVING AGENDA ITEMS FROM PUBLIC TO CONFIDENTIAL.

Nil

8. MOVING AGENDA ITEMS FROM CONFIDENTIAL TO PUBLIC.

Nil

9. PETITIONS, DEPUTATIONS AND QUESTIONS WITH NOTICE.

Nil

10. CONFIRMATION OF THE MINUTES OF PREVIOUS MEETINGS.

10.1 CONFIRMATION OF THE MINUTES 15TH JULY 2025 OGM.

Date: 19th August 2025
Author: Sharon Hillen, Chief Executive Officer.
Attachments: [Unconfirmed Public Minutes 15th July 2025.](#)

PURPOSE

Minutes of the Ordinary General Meeting held on 15th July 2025 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

RESOLUTION 2025/08/19/002

That the Minutes of the Ordinary General Meeting held on 15th July 2025 be confirmed by Council as a true and correct record of the meeting.

Moved: Official Manager

Seconded: Official Manager

Carried

10.2 CONFIRMATION OF THE SPECIAL MEETING MINUTES 7TH AUGUST 2025.

Date: 19th August 2025
Author: Sharon Hillen, Chief Executive Officer.
Attachments: [Unconfirmed Public Minutes 7th August 2025.](#)

PURPOSE

Minutes of the Special Meeting held on 7th August 2025 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

RESOLUTION 2025/08/19/003

That the Minutes of the Special Meeting held on 7th August 2025 be confirmed by Council as a true and correct record of the meeting.

Moved: Official Manager

Seconded: Official Manager

Carried

11. OFFICIAL MANAGER'S REPORTS.

11.1 CONDOLENCE MOTION MRS SUSAN BULMER

Date:	19 th August 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Nil

PURPOSE

Council to formally acknowledge the loss of a significant Coomalie Region community member and elected Councillor, Mrs Sue Bulmer following his unexpected passing on the 30th of July 2025.

RESOLUTION 2025/08/19/004

That Council records its deep sorrow at the passing of Councillor Sue Bulmer in July 2025, and places on record its appreciation for her outstanding and dedicated service to the Coomalie community from 2003 to 2024.

Councillor Bulmer was only recently recognised by the Local Government Association for her two decades of committed service. Throughout her time in the chamber, Sue was known for being loud, feisty and a passionate leader of healthy and resolute debate. She was staunch in her views, spoke her mind, and always voted with her heart – which she wore proudly on her sleeve.

A strong advocate for financial efficiency, Sue consistently championed the principle that Council should achieve more with less. She was also a tireless supporter of Seniors and Youth Development initiatives, and in more recent years, instigated Council's International Women's Day recognition event, honouring the sacrifices made by frontline nurses in service to our community.

Beyond Council, Sue devoted countless hours as a volunteer at the Batchelor Information Centre, warmly welcoming visitors and sharing her knowledge of local destinations – including hidden gems not always found in the glossy brochures.

Sue's dedication, energy and generosity of spirit leaves a lasting legacy that will benefit the Coomalie community for decades to come. She will be deeply missed by her colleagues, friends and all who knew her.

On behalf of the Coomalie Council and the community, we extend our heartfelt condolences to her husband Ken, their children, grandchildren, great-grandchildren, and her wide circle of friends.

May she rest peacefully, knowing the profound and enduring impact of her life's work.

Moved: Official Manager

Seconded: Official Manager

Carried

Procedural Note:

3:10pm: The Official Manager declared a minute's silence.

11.2 OFFICIAL MANAGER REPORT

Date:	19 th August 2025
Author:	Mark Blackburn, Official Manager
Attachment:	NIL

PURPOSE

To update Council on the activities of the Official Manager since the last Ordinary General Meeting (OGM) for the period 1- 31 July 2025.

RESOLUTION 2025/08/19/005	
That Council receives and notes the Official Manager's Report for the period of 1 – 31 July 2025	
Moved:	Official Manager
Seconded:	Official Manager Carried

12. CHIEF EXECUTIVE OFFICER'S REPORT.

Date:	18 th August 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Nil

PURPOSE

To brief Council on the monthly activities of the Chief Executive Officer (CEO) and key operational information from the July 2025 period.

RESOLUTION 2025/08/19/006	
That Council receives and notes the Chief Executive Officer Report for the July 2025 period.	
Moved:	Official Manager
Seconded:	Official Manager Carried

13. MONTHLY FINANCE REPORT.

13.1 MONTHLY FINANCIAL REPORT.

Date:	19 th August 2025
Author:	Sharon Hillen, Chief Executive Officer Natasha Chapman, Corporate Services Manager
Attachment:	Nil

PURPOSE

To provide a summary of the financial position of Council for the period ending 31st July 2025. In accordance with the *Local Government (General) Regulations 2021 – Part 2 Division 7*, the preceding month's financial report must be presented to Council. Regulation 17(1) of the *Local Government (General) Regulations 2021* requires a monthly report from the Chief Executive Officer to provide council with the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

RESOLUTION 2025/08/19/007

That Council;

- a) notes the Chief Executive Officer (CEO) certifies to the best of her knowledge, information, and the belief that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council; and
- b) receives and notes the monthly financial report for July 2025.

Moved: Official Manager

Seconded: Official Manager

Carried

14. REPORTS REQUIRING DECISIONS OF COUNCIL.

Nil

15. REPORTS FOR RECEIVING AND NOTING.

15.1 REVIEW OF ACTIONS ARISING LIST.

Date: 19th August 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: [Actions Arising List to August 2025.](#)

RESOLUTION 2025/08/19/008

That Council;

- a) receives and notes the Actions Arising List; and
- b) removes item 10 from the actions arising list.

Moved: Official Manager

Seconded: Official Manager

Carried

15.2 COMPLAINTS AND COMPLIMENTS REGISTER.

Date: 19th August 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: [Complaints and compliments tables.](#)

PURPOSE

To update Council on complaints and compliments received during July and August 2025 period.

RESOLUTION 2025/08/19/009

That Council receives and notes the Complaints and Compliments Register as amended during July and August 2025.

Moved: Official Manager

Seconded: Official Manager

Carried

16. CORRESPONDENCE AND INFORMATION.

16.1 INCOMING AND OUTGOING MAIL.

Date:	19 th August 2025.
Author:	Sharon Hillen, Chief Executive Officer.
Attachment:	Incoming and outgoing correspondence tables.

PURPOSE

Council is provided with items of correspondence both received and sent during the months of July and August 2025.

RESOLUTION 2025/08/18/010	
That Council receives and notes the items of incoming and outgoing correspondence as tabled for the July and August 2025 period.	
Moved:	Official Manger
Seconded:	Official Manager Carried

17. COUNCILLOR REPORTS.

Nil.

18. USE OF THE COMMON SEAL.

Nil.

19. LATE ITEMS AND URGENT BUSINESS.

Nil.

20. GENERAL BUSINESS.

20.1 TEAM HEALTH SUPPORT

RESOLUTION 2025/08/19/011

That Council;

a) write to NTG Health to seek support to continue to fund TEAM Health activities in Batchelor; and

b) forward a copy of the support letter to the Minister of Health.

Moved: Official Manager

Seconded: Official Manager

Carried

20.2 MEMORIAL PLAQUE

RESOLUTION 2025/08/19/012

That Council approves the installation of a memorial plaque at the Batchelor Memorial Garden for the late Mrs. Susan Bulmer to commemorate her 20 years' service.

Moved: Official Manager

Seconded: Official Manager

Carried

20.3 STAFF APPRECIATION

RESOLUTION 2025/08/19/013

The Official Manager:

a) thanks, the Chief Executive Officer, Corporate Services Manager, Council & Community Services Manager and the Executive Coordinator for their assistance and support in the conduct of Council business over the last 12 months; and

b) requests that the Chief Executive Officer, on behalf of the Official Manager, thank all staff members of the Coomalie Community Government Council for their assistance and support to the Official Manager during the last 12 months.

Moved: Official Manager

Seconded: Official Manager

Carried

21. CONFIDENTIAL ITEMS.

RESOLUTION 2025/08/19/014

That Council close the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*.

Moved: Official Manager

Seconded: Official Manager

Carried

Procedural Note:

The meeting was closed to the public at 3:50pm.

The confidential meeting opened at 3:51pm

DRAFT

21.1 CONFIRMATION OF THE CONFIDENTIAL MINUTES FROM THE 15TH JULY 2025 OGM.

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

21.2 CONFIRMATION OF THE CONFIDENTIAL SPECIAL MEETING MINUTES FROM THE 7TH AUGUST 2025.

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

21.3 REVIEW OF CONFIDENTIAL ACTIONS ARISING LIST TO JULY 2025.

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

21.4 RATES RECOVERY UPDATE

CONFIDENTIAL: Regulations 51(1) (b) information about the personal circumstances of a resident or ratepayer.

21.5 USE OF THE COMMON SEAL: FORM 48 – DISCHARGE OF STATUTORY CHARGE

CONFIDENTIAL: Regulations 51(1) (b) information about the personal circumstances of a resident or ratepayer.

Procedural Note:

At 4:05pm the meeting moved back to open business.

22. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL.

Nil

23. RE-OPEN MEETING TO THE GENERAL PUBLIC.

RESOLUTION CONF2025/08/19/020

That Council re-opens the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*

Moved: Official Manager

Seconded: Official Manager

Carried

Procedural Note:

The meeting was reopened to the public at 4:15pm.

24. NEXT MEETING.

The next Ordinary Meeting of Council is scheduled to be held on **Tuesday 16th September 2025 at 3:00pm.**

25. CLOSURE OF MEETING.

The meeting closed at 4:15pm.

10.2 CONFIRMATION OF THE SPECIAL MEETING MINUTES 29TH AUGUST 2025.

Date: 19th August 2025

Author: Sharon Hillen, Chief Executive Officer.

Attachments: **Unconfirmed Special Meeting Minutes 29th August 2025.**

PURPOSE

Minutes of the Special Meeting held on 29th August 2025 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

RECOMMENDATION

That the Minutes of the Special Meeting held on 29th August 2025 be noted by Council.

Moved:

Seconded:

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS.

Section 101 *Local Government Act 2019*.

FINANCIAL IMPLICATIONS.

Nil.



**SPECIAL COUNCIL MEETING
MINUTES
29TH AUGUST 2025**

Contents

1. NOTICE OF MEETING	3
2. ACKNOWLEDGEMENT OF COUNTRY	4
3. PERSONS PRESENT	4
4. APOLOGIES AND LEAVE OF ABSENCE	5
5. ELECTRONIC MEETING ATTENDANCE	5
6. DECLARATION OF INTEREST OF MEMBERS OR STAFF	6
7. REPORTS REQUIRING DECISIONS FROM COUNCIL	7
7.1 ACQUITTAL OF COMMUNITY PLACES FOR PEOPLE GRANT 2022-23 – ACTIVATING MYRTLE FAWCETT PARK	7
7.2 PARTIAL ACQUITTAL OF COMMUNITY PLACES FOR PEOPLE GRANT 2023-24 – ADELAIDE RIVER CEMETERY PRECINCT	8
7.3 ACQUITTAL OF IMMEDIATE PRIORITY GRANT 2023-24 – BACKHOE REPLACEMENT	8
7.4 ACQUITTAL OF WASTE AND RESOURCE MANAGEMENT GRANT 2023-24	9
7.5 ACQUITTAL OF IMMEDIATE PRIORITY GRANT 2023-24 – COOMALIE COMMUNITY SAFETY THROUGH SOCIAL INFRASTRUCTURE	10
7.6 PARTIAL ACQUITTAL OF WASTE AND RESOURCE MANAGEMENT GRANT 2024-25	11
8. CONFIDENTIAL ITEMS	12
9. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL	12
10. RE-OPEN MEETING TO THE GENERAL PUBLIC	12
11. CLOSURE OF MEETING	12

1 NOTICE OF MEETING

I hereby give notice that a Special Meeting of Council was held on:

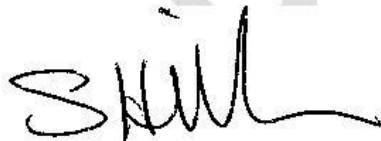
Date: 29TH August 2025
Time: 2.00 pm
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

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

The Special Meeting of Council was open to the public and adhered to COVID Safety Plan requirements, including wearing a mask, appropriate physical distancing, and health and hygiene requirements.

The meeting was recorded for minuting purposes only.

A copy of the agenda can be found on Council's website, alternatively a copy can be obtained from the Council Office.



Chief Executive Officer.

MINUTES

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, BATCHELOR ON 29TH AUGUST 2025

The Official Administrator of the Council, Mr. Mark Blackburn, declared the meeting open at 2:00pm 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	Mr. Mark Blackburn
------------------	--------------------

STAFF PRESENT

Chief Executive Officer	Sharon Hillen
Corporate Services Manager	Natasha Chapman
Council & Community Services Manager	Emma Dunne
Executive Services Coordinator	Stacey Shooter

VISITORS PRESENT

4. APOLOGIES AND LEAVE OF ABSENCE

Date: 29th August 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Nil

PURPOSE

This report is to table for Council's record any apologies and requests for leave of absence received for the Special Meeting held on 29th August 2025.

Nil

5. ELECTRONIC MEETING ATTENDANCE

Date: 29th August 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Nil

PURPOSE

This report is to table, for Council's record, any requests, and permissions for Electronic Attendance.

Nil

6. DECLARATION OF INTEREST OF MEMBERS OR STAFF

Date: 29th August 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Nil

PURPOSE

Members are required to disclose an interest in a matter under consideration by the Council at a meeting of the Council 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. Under disclosure, the Member must abide by the decision of Council on whether he/ she shall remain in the meeting and/ or take part in the vote on the issue. 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.

RESOLUTION SPEC2025/08/29/001

That Council notes there are no declarations of interest as listed for the Special Council Meeting held 19th August 2025.

Moved: Official Manager

Seconded: Official Manager

Carried

7. REPORTS REQUIRING DECISIONS FROM COUNCIL

7.1 ACQUITTAL OF COMMUNITY PLACES FOR PEOPLE GRANT 2022-23 – ACTIVATING MYRTLE FAWCETT PARK

Date:	29 th August 2025
Author:	Natasha Chapman, Corporate Services Manager
Attachment:	Acquittal CPP 2022-23

PURPOSE

An acquittal of the Community Places for People Grant (CPP) 2022-23 funds expended by 30 June 2025 is required to be laid before Council prior to being submitted to the Department of the Chief Minister and Cabinet in accordance with the reporting requirements outlined in the Grant Agreement.

RESOLUTION SPEC2025/08/29/002

That Council;

- a) receives and notes the report entitled Acquittal of Community Places for People Grant 2022-23 – Activating Myrtle Fawcett Park; and
- b) forwards the acquittal report for the Community Places for People Grant 2022-23 – Activating Myrtle Fawcett Park to the Department of the Chief Minister and Cabinet before the reporting due date of 31st August 2025; and
- c) requests the Chief Executive Officer write to the Department of the Chief Minister and Cabinet to seek to retain the committed funds and obtain an extension to complete the outstanding project works by 30 September 2025.

Moved: Official Manager

Seconded: Official Manager

Carried

**7.2 PARTIAL ACQUITTAL OF COMMUNITY PLACES FOR PEOPLE GRANT 2023-24 –
ADELAIDE RIVER CEMETERY PRECINCT**

Date:	29 th August 2025
Author:	Natasha Chapman, Corporate Services Manager
Attachment:	Acquittal CPP 2023-24

PURPOSE

An acquittal of the Community Places for People (CPP) 2023-24 funds expended by 30 June 2025 is required to be laid before Council prior to being submitted to the Department of the Chief Minister and Cabinet in accordance with the reporting requirements outlined in the Grant Agreement.

RESOLUTION SPEC2025/08/29/003	
That Council;	
a) receives and notes the report entitled Partial Acquittal of Community Places for People Grant 2023-24 – Adelaide River Cemetery Precinct; and	
b) forwards the acquittal report for the Community Places for People Grant 2023-24 – Adelaide River Cemetery Precinct to the Department of the Chief Minister and Cabinet before the reporting due date of 31st August 2025.	
Moved:	Official Manager
Seconded:	Official Manager Carried

7.3 ACQUITTAL OF IMMEDIATE PRIORITY GRANT 2023-24 – BACKHOE REPLACEMENT

Date:	29 th August 2025
Author:	Natasha Chapman, Corporate Services Manager
Attachment:	Acquittal IPG 2023-24 Backhoe

PURPOSE

An acquittal of the Immediate Priority Grant (IPG) 2023-24 funds expended by 30 June 2025 is required to be laid before Council prior to being submitted to the Department of the Chief Minister and Cabinet in accordance with the reporting requirements outlined in the Grant Agreement.

RESOLUTION SPEC2025/08/29/004	
That Council;	
a) receives and notes the report entitled Acquittal of Immediate Priority Grant 2023-24 – Backhoe Replacement; and	
b) forwards the acquittal report for the Immediate Priority Grant 2023-24 – Backhoe Replacement to the Department of the Chief Minister and Cabinet before the reporting due date of 31st August 2025.	
Moved:	Official Manager
Seconded:	Official Manager Carried

7.4 ACQUITTAL OF WASTE AND RESOURCE MANAGEMENT GRANT 2023-24

Date:	29 th August 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Acquittal WaRM 2023-24

PURPOSE

An acquittal of the Waste and Resource Management Grant (WaRM Grant) 2023-24 funds expended by 30 June 2025 is required to be laid before Council prior to being submitted to the Department of the Chief Minister and Cabinet in accordance with the reporting requirements outlined in the Grant Agreement.

RESOLUTION SPEC2025/08/29/005

That Council;

- a) receives and notes the report entitled Acquittal of Waste and Resource Management Grant 2023-24; and
- b) forwards the acquittal report for the Waste and Resource Management Grant 2024-25 to the Department of the Chief Minister and Cabinet before the reporting due date of 31st August 2025; and
- c) requests the Chief Executive Officer write to the Department of the Chief Minister and Cabinet to seek to retain the committed funds and obtain an extension to complete the outstanding project works 31 October 2025.

Moved: Official Manager

Seconded: Official Manager

Carried

**7.5 ACQUITTAL OF IMMEDIATE PRIORITY GRANT 2023-24 – COOMALIE COMMUNITY
SAFETY THROUGH SOCIAL INFRASTRUCTURE**

Date:	29 th August 2025
Author:	Natasha Chapman, Corporate Services Manager
Attachment:	Acquittal IPG 2023-24 Social Infrastructure

PURPOSE

An acquittal of the Immediate Priority Grant (IPG) 2023-24 funds expended by 30 June 2025 is required to be laid before Council prior to being submitted to the Department of the Chief Minister and Cabinet in accordance with the reporting requirements outlined in the Grant Agreement.

RESOLUTION SPEC2025/08/29/006		
That Council;		
a) receives and notes the report entitled Acquittal of Immediate Priority Grant 2023-24 – Coomalie Community Safety Through Social Infrastructure; and		
b) forwards the acquittal report for the Immediate Priority Grant 2023-24 – Coomalie Community Safety Through Social Infrastructure to the Department of the Chief Minister and Cabinet before the reporting due date of 31st August 2025; and		
c) requests the Chief Executive Officer write to the Department of the Chief Minister and Cabinet to seek to retain the unspent funds and obtain an extension to complete the outstanding project works.		
Moved:	Official Manager	
Seconded:	Official Manager	Carried

7.6 PARTIAL ACQUITTAL OF WASTE AND RESOURCE MANAGEMENT GRANT 2024-25

Date:	29 th August 2025
Author:	Natasha Chapman, Corporate Services Manager
Attachment:	Acquittal WaRM 2024-25

PURPOSE

An acquittal of the Waste and Resource Management Grant (WaRM Grant) 2024-25 funds expended by 30 June 2025 is required to be laid before Council prior to being submitted to the Department of the Chief Minister and Cabinet in accordance with the reporting requirements outlined in the Grant Agreement.

RESOLUTION SPEC2025/08/29/007

That Council;

- a) receives and notes the report entitled Partial Acquittal of Waste and Resource Management Grant 2024-25; and
- b) forwards the acquittal report for the Waste and Resource Management Grant 2024-25 to the Department of the Chief Minister and Cabinet before the reporting due date of 31st August 2025.

Moved: Official Manager

Seconded: Official Manager

Carried

8. CONFIDENTIAL ITEMS

Nil

9. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL

Nil

10. RE-OPEN MEETING TO THE GENERAL PUBLIC

Nil

11. CLOSURE OF MEETING

The meeting closed at 2:16pm.

DRAFT

11. OFFICIAL MANAGER REPORT

Date:	16 September 2025
Author:	Mark Blackburn, Official Manager
Attachment:	NIL

PURPOSE

To update Council on the activities of the Official Manager since the last Ordinary General Meeting (OGM) for the period 1 - 31 August 2025.

RECOMMENDATION

That Council receives and notes the Official Manager's Report for the period of 1 – 31 August 2025.

Moved:

Seconded:

COMMENT:

On the 22nd of July 2024 the Minister for Local Government Hon. C.J Paech placed the Coomalie Community Government Council under official management by Government Gazette Number S69.

On 22 May 2025 Steven Mark Edgington, Minister for Housing, Local Government and Community Development under section 318(6)(b) of the Local Government Act 2019, dismissed all of the suspended members of the Coomalie Community Government Council from office; and under section 319(1)(a) of the Act, call a general election for the Coomalie Community Government Council to be held on 23 August 2025.

Mark Blackburn will continue in the role of the Official Manager until the declaration of the results of the Council elections on 8 September 2025.

Mark Blackburn and has attended the following meetings in the month of August 2025.

Date	Meeting/Attendees	Purpose
7/08/25	Meeting with CEO	<ul style="list-style-type: none">• Review draft Workforce Management Plan• Review status LEGGO Foundation Project• Stop Press• Local Government elections• Wild horses• Acting CEO
10/08/25	Batchelor Markets	<ul style="list-style-type: none">• Local Government elections• Industry roads• Postal service

		<ul style="list-style-type: none"> • Local store • Wild horses
14/08/25	Seniors event Meeting with CEO	<ul style="list-style-type: none"> • Barefoot Bowls • Capital Works Update • Monthly finance report • Grant funding • Council Agenda – August meeting
18/08/25	Risk Management and Audit Committee Meeting with CEO	See Website for Agenda and Minutes <ul style="list-style-type: none"> • Interim Postal Service • Local Government election • Inspection of Capital Works sites <ul style="list-style-type: none"> ○ Waste Management Facility ○ Adelaide River Cemetery ○ Adelaide River – toilet facility ○ Adelaide River Oval
19/08/25	Meeting with CEO Council Meeting	<ul style="list-style-type: none"> • Review Council Agenda • Batchelor Postal Service • Capital Works Update See Council website for Agenda and Minutes
29/08/25	Meeting with CEO Special Council meeting	<ul style="list-style-type: none"> • Local Government elections • Update on Capital Works Projects • Council meetings September See Website for Agenda and Minutes

OUTSTANDING COMPLIANCE MATTERS

The Official Manager continues to work with the CEO and the Senior Management team to address a number of irregularities and compliance issues.

CONSULTATION

- Chief Executive Officer – Council policies and procedures
- Local Government Unit

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Local Government (General) Regulations 2021

FINANCIAL IMPLICATIONS

NIL

12. CHIEF EXECUTIVE OFFICERS REPORT.

Date:	16 th September 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Nil

PURPOSE

To brief Council on the monthly activities of the Chief Executive Officer (CEO) and key operational information from the August 2025 period.

RECOMMENDATION:

That Council receives and notes the Chief Executive Officer Report for the August 2025 period.

Moved:

Seconded:

BACKGROUND

The CEO report outlines the highlights leading up to the Ordinary General Meeting and activities of the operation that may be of interest to Council in the month ahead.

COMMENTS

Week commencing 4th of August 2025

Meetings	<ul style="list-style-type: none">- Senior Leadership Team – Operations meeting- Official Manager – Agenda and Action Items- Special Council Meeting 7th of August – Optional Services for Kerbside Pick Up Fees and Charges.- Fielded questions from several candidates regarding election process – referred to NTEC and Website- LGANT – Briefing Session on changes to the Aboriginal Area Protection Authority Issuing of AAPA Certificates- NT Electoral Commission – Correspondance regarding Adelaide River Ward – Unincorporated- Nexia – Audited Financial Statements- Batchelor Waste Management Facility – Weighbridge site inspection
Other	<ul style="list-style-type: none">- 4th August – Picnic Day Public Holiday

Week commencing 11th August 2025

Meetings	<ul style="list-style-type: none">- Senior Leadership Team – Operations meeting- Official Manager – OGM Agenda and Action List- BIITE – new CEO meet and greet- Lake Bennett Body Corporate Chair – Septic Development- CCGC Seniors Month Activity– Barefoot Bowls with Official Manager and participants
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	- Friends of National Australian Railway – Historical Buildings
Other	- Chinner Road Inspection - OGM and RMAC Agenda Loaded to website and sent to Official Manager and committee members

Week commencing 18th August 2025

Meetings	- Senior Leadership Team – Operations meeting - Official Manager OGM Agenda and actions; onboarding new elected members - Project Management Meeting -Cemetery Precinct - RMAC Meeting 18 th August - OGM 18 th August - Official Manager – Project Tour - Cyber Security Review Project - Invite to NTG Ministers to tour Coomalie and completed projects
Other	- Safer Roads and Infrastructure Grant Application commenced - Owen Lagoon Road opening project

Week commencing 25th August 2025

Meetings	- Senior Leadership Team – Operations meeting - Official Manager – Agenda and Actions - CRC Mineral and Energy Conference – Guest Panel Member discussing Community Benefit of the Rum Jungle Rehab Project - NTG Sport and Rec Town Hall Meeting – Strategic Planning Forum - Handover at Cemetery Precinct with Project Manager, Contract and DVA Staff for completed electrical works. - Myrtle Fawcett Park – Inspection of completed toilet block pre-opening - Special Council Meeting – Grants Acquittals
Other	- Executive Service connections for Myrtle Fawcett Park with PWC and Jacana

Corporate Services

- Development of the Workforce Plan at 80% complete
- Coordination of the External Audit and sample data
- Grant Writing and Acquittal
- Liaising with Electoral Commission in coordination of 2025 Council Election
- Distribution of Rates Notices
- Contract Management and Agreements –
 - o JLT – Insurer
 - o Nexia Auditor
 - o Australian Post – Community Postal Service
 - o Area 9 – IT Services and Support
 - o Captivate – Website provider
 - o Dept of Mining and Energy – Borrow Pit Agreement
 - o Ironbark Lease

Community Services

- Stop Press Articles
- Attended one Seniors Month event
- Service Level Agreements –
 - o BIITE – Community Library in Batchelor
 - o Adelaide River School – Community Library

Council Services

- Town tour with Council Services Manager to discuss priority municipal works; vegetation projects in Parks and Gardens
- Crater Lake Road Pothole – site levelled and reinforced temporarily to check seepage
- Project Management – as reported in Finance Report
- Contracts Management and Agreements
 - o Roads Grading and Maintenance – Ooloo Investments
 - o Public Convenience Cleaning Adelaide River – Top End Grub
 - o Cleaning Batchelor and surrounds – Gleeming Cleaning Services
 - o Seasonal Contracts (Roadside Spraying and Roadside Slashing) – procurement in progress
 - o Kerbside Rubbish Collection – VTG
 - o Landscaping – RS Gardening Care

CONSULTATION

- Office Manager
- As per meeting list
- Executive Leadership Team
- Staff
- Australia Post

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Local Government (General) Regulations 2021

FINANCIAL IMPLICATIONS

NIL

13. MONTHLY FINANCE REPORT.

Date:	16 th September 2025
Author:	Sharon Hillen, Chief Executive Officer Natasha Chapman, Corporate Services Manager
Attachment:	Nil

PURPOSE

To provide a summary of the financial position of Council for the period ending 31st August 2025. In accordance with the *Local Government (General) Regulations 2021 – Part 2 Division 7*, the preceding month's financial report must be presented to Council. Regulation 17(1) of the *Local Government (General) Regulations 2021* requires a monthly report from the Chief Executive Officer to provide council with the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

RECOMMENDATION

That Council;

- a) notes the Chief Executive Officer (CEO) certifies to the best of her knowledge, information, and the belief that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council; and
- b) receives and notes the monthly financial report for August 2025.

Moved: Clr.

Seconded: Clr.

BACKGROUND AND PREVIOUS DECISIONS

The monthly financial report Income and Expenditure Statement compares the actual income and expenditure to budget at two levels, firstly for the year to date (YTD), and secondly for the full year budget. Comparatives to full year are relevant if the income and expenditure is linear, otherwise the YTD budget comparison provides a clearer position. Ideally, the budget is accurately phased so that the amount allocated each month will match the pattern of income and expenditure.

COMMENT

Operating Income and Expenditure

- Council's operating income is lower than YTD, resulting from anticipated Financial Assistance Grant payments not yet received. Investment interest for July 2025 was higher than projected.
- 2025/26 rates and charges have been levied, with changes from declared values resulting from changes to the assessment record after the June 2025 declaration. Changes included property ownership changes resulting in some parcels of land becoming non-rateable.
- Operating expenditure is less than YTD with the main variances resulting from:
 - Employee costs have been as payable from the beginning of the financial year however not yet expended. For example, training and uniforms costs are recognised from the beginning of the year as an employee could access training from 1 July 2025, even if it isn't spent immediately.
 - Elected Member Professional Development allowance has been recognised as payable from the beginning of the financial year, however not expended.

Capital Works

- Myrtle Fawcett Park works continue to be actioned in line with grant agreement and contract.
- Adelaide River Cemetery Precinct works – electrical works completed for all three cemeteries. Public quotation for concrete works is in progress. Car parking/road work tender to be released within the next month.
- Batchelor Waste Management Facility Weighbridge (WaRM Phase 4) – curing of concrete is set to complete, scale and calibration work to be completed this month.
- Roads to Recovery – Haynes and Strickland Rd dust suppression project. Haynes Rd works have commenced. Strickland Rd to be commenced following completion of Haynes Rd.

Investments

- At 31 August 2025, Council held \$2,979,412 in term deposits.
- At 31 August 2025, Council's cash at bank contained \$2.51 Million of tied funding.

Grants

Council received the following grant payments in August 2025:

- Roads to Recovery 2025/26 payment - \$459,120

Unexpended grants from the 2024-25 financial year are still being worked through with Council's auditors and have not been finalised or recognised in this report. Therefore, the Prior Year Carry Forward funds are reported as \$0 this month but will be corrected in the September financial report. There will be an amendment to the annual budget at the first budget review.

Reserves

Council introduced a Reserves Policy and outlined opening balances to be created from 1 July 2025 in the Shire Plan 2025/26. Equity reserve accounts have been created, with opening balances to be transferred from retained earnings equity as detailed in the tables below.

Rates

- 2025/26 Rates and Charges have been levied in August 2025. First instalment for 2025/26 rates is due by 26 September 2025, at which time any ratepayer who has not met the first instalment will be considered in arrears in accordance with the *Local Government Act 2019*.
- At 31 August 2025, Council's overdue rates are worth \$684k. The overdue rates balances relate to rates and charges from previous financial years and continue to accrue interest until payment is received.
- At 31 August 2025, there are 17 properties that have a rates credit due to direct debit or payment plans being in place. The total of these applied credits is \$12k.

Tax

Council is compliant with payment and reporting all tax liabilities as outlined below:

- Pay As You Go (PAYG Withholdings) have been lodged with the Business Activity Statements (BAS) each month. The August PAYG Withholdings will be submitted with the Business Activity Statement in September 2025.
- Business Activity Statements have been lodged by the due dates. The August BAS will be lodged by the due date of 21st September 2025.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Regulation 17 *Local Government (General) Regulation 2021*

FINANCIAL IMPLICATIONS

Nil

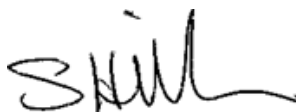
Certification by the CEO to the Council

Council Name:	COOMALIE COMMUNITY GOVERNMENT COUNCIL
Reporting Period:	31-Aug-25

That, to the best of the CEO's knowledge, information and belief:

- (1) The internal controls implemented by the council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

CEO Signed



Date Signed

11th September 2025

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	1,237,968	1,248,201	(10,233)	1,248,201
Charges	405,366	513,817	(108,451)	513,817
Fees and Charges	115,589	24,074	91,515	145,536
Operating Grants and Subsidies	24,520	984,336	(959,816)	1,544,627
Interest / Investment Income	39,493	31,664	7,829	190,000
Commercial and Other Income	46,921	9,675	37,246	76,848
TOTAL OPERATING INCOME	1,869,858	2,811,767	(941,909)	3,719,029
OPERATING EXPENDITURE				
Employee Expenses	249,306	323,111	(73,805)	1,531,668
Materials and Contracts	553,109	655,174	(102,065)	2,002,807
Elected Member Allowances	8,559	49,630	(41,071)	117,772
Elected Member Expenses	0	3,600	(3,600)	33,600
Council Committee & LA Allowances	1,127	1,750	(623)	7,000
Council Committee & LA Expenses	0	0	0	0
Depreciation, Amortisation and Impairment	244,450	266,430	(21,980)	1,598,564
Interest Expenses	0	0	0	0
Other Expenses	3,000	5,000	(2,000)	25,400
TOTAL OPERATING EXPENDITURE	1,059,552	1,304,695	(245,143)	5,316,811
OPERATING SURPLUS / DEFICIT	810,306	1,507,072	(696,766)	(1,597,782)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	810,306	1,507,072	(696,766)	(1,597,782)
Remove NON-CASH ITEMS				
Less Non-Cash Income	0	0	0	0
Add Back Non-Cash Expenses	244,450	266,430	(21,980)	1,598,564
TOTAL NON-CASH ITEMS	244,450	266,430	(21,980)	1,598,564
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	174,000	0	174,000	1,622,000
Borrowing Repayments (Principal Only)	0	0	0	0
Transfer to Reserves	0	0	0	162,500
Other Outflows	0	0	0	0
TOTAL ADDITIONAL OUTFLOWS	(174,000)	0	(174,000)	(1,784,500)
Add ADDITIONAL INFLOWS				
Capital Grants Income	459,120	0	459,120	532,000
Prior Year Carry Forward Tied Funding	0	595,000	(595,000)	595,000
Other Inflow of Funds	0	0	0	0
Transfers from Reserves	0	0	0	781,500
TOTAL ADDITIONAL INFLOWS	459,120	595,000	(135,880)	1,908,500
NET BUDGETED OPERATING SURPLUS / DEFICIT	1,339,876	2,368,502	(1,028,626)	124,782

Table 2.1 Capital Expenditure and Funding
By class of infrastructure, property, plant and equipment

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Buildings	132,000	0	132,000	0
Community Assets and Other Structures	0	0	0	544,500
Motor Vehicles	0	0	0	70,000
Plant and Equipment	0	0	0	25,000
Roads Infrastructure	42,000	50,000	(8,000)	982,500
TOTAL CAPITAL EXPENDITURE	174,000	50,000	124,000	1,622,000
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Capital Grants Income	459,120	0	459,120	532,000
Prior Year Carry Forward Tied Funding	0	595,000	(595,000)	595,000
Operating Income and Subsidies	0	0	0	400,000
Reserves	0	0	0	95,000
TOTAL CAPITAL EXPENDITURE FUNDING	459,120	595,000	(135,880)	1,622,000

Table 3. Monthly Balance Sheet Report

BALANCE SHEET AS AT 31 AUGUST 2025	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank		(1)
Tied Funds	2,510,953	
Untied Funds	816,918	
Accounts Receivable		
Trade Debtors	195,101	(2)
Rates & Charges Debtors	1,975,452	
Other Current Assets	46,934	
TOTAL CURRENT ASSETS	5,545,357	
Non-Current Financial Assets	0	
Property, Plant and Equipment	16,980,689	
TOTAL NON-CURRENT ASSETS	16,980,689	
TOTAL ASSETS	22,526,046	
LIABILITIES		
Accounts Payable	11,966	(3)
ATO & Payroll Liabilities	(24,135)	(4)
Current Provisions	96,985	
Accruals	(131)	
Other Current Liabilities	(149,748)	
TOTAL CURRENT LIABILITIES	(65,063)	(5)
Non-Current Provisions	1,841	
Other Non-Current Liabilities	0	
TOTAL NON-CURRENT LIABILITIES	1,841	
TOTAL LIABILITIES	(63,222)	
NET ASSETS	22,589,268	
EQUITY		
Asset Revaluation Reserve	15,424,509	
Reserves	391,500	(6)
Accumulated Surplus	6,773,259	
TOTAL EQUITY	22,589,268	

Note 1. Details of Cash and Investments Held

\$2,979,412 held in investments as at 31 August 2025 (details in table below).

Investments Summary

As at 31 August 2025

Category	Balance	Rate	Interest Frequency	Maturity Date
Fixed Term Deposit	\$250,000	4.61%	At Maturity	10/09/2025
Fixed Term Deposit	\$300,000	4.10%	At Maturity	22/09/2025
Fixed Term Deposit	\$400,000	4.09%	At Maturity	2/10/2025
Fixed Term Deposit	\$800,000	4.02%	At Maturity	30/10/2025
Fixed Term Deposit	\$1,229,412	4.08%	At Maturity	10/12/2025
TOTAL	\$2,979,412			

Note 2. Statement of Trade Debtors

	Current	Past Due 1–30 Days	Past Due 31–60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Commercial Waste	116,750.70	1,469.00	195.00	-	-	118,414.70
Facility and Equipment Hire	-	-	-	-	265.53	265.53
Regulatory Services	-	-	-	-	-	-
Road permits	-	1,228.00	-	-	578.50	1,806.50
Sundry Debtors	37,178.90	24,020.00	-	-	13,415.00	74,613.90
TOTAL	\$153,929.60	\$26,717.00	\$ 195.00	\$ -	\$14,259.03	\$195,100.63

Note 3. Statement on Trade Creditors

	Current	Past Due 1–30 Days	Past Due 31–60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Air Liquide Australia Pty	73.19	-	-	-	-	73.19
Colemans Printing	593.45	-	-	-	-	593.45
Darwin Office Technology	548.61	-	-	-	-	548.61
Earl James & Associates	2,511.85	-	-	-	-	2,511.85
Jacana Energy	489.42	-	-	-	-	489.42
MVR	- 8,233.70	-	-	-	-	- 8,233.70
PowerWater - Bills	1,554.78	-	-	-	-	1,554.78
RS Gardening Care	- 5,532.08	-	-	-	-	- 5,532.08
Territory Tyres	-	-	5,726.00	-	-	5,726.00
Top End Grub	1,057.60	1,057.60	-	-	-	2,115.20
Trakondy Asbestos and hazardous materials Pty Ltd	-	3,260.40	-	-	-	3,260.40
VTG Waste & Recycling P/L	5,893.93	-	-	-	-	5,893.93
WEX Australia Pty Ltd	1,139.03	-	-	-	-	1,139.03
Winc	1,825.83	-	-	-	-	1,825.83
Total Accounts Payable	\$ 1,921.91	\$ 4,318.00	\$ 5,726.00	\$ -	\$ -	\$11,965.91

Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations

Council is compliant with all payment, reporting and tax liabilities:

- PAYG Withholdings have been lodged by the due dates. The August 2025 PAYG Withholdings will be submitted with the Business Activity Statement prior to 21 September 2025.*
- Business Activity Statements have been lodged by the due dates. The August 2025 BAS will be lodged prior to the due date of 21 September 2025.*

Note 5. Current Ratio

The Current Ratio measures Council's ability to pay short-term obligations or those due within one year. A Current Ratio that is higher than 1.00 is considered acceptable in contemporary financial management terms. Council's Current Ratio as at 31 August 2025 is 1.18.

Note 6. Reserve Accounts

Internally Restricted	Total (\$)
Asset Renewal Reserve	200,000
Batchelor Playground Reserve	2,500
Disaster Recovery Reserve	25,000
Election Expenses Reserve	39,000
Waste Management Reserve	100,000
Externally Restricted	
Disaster Recovery Reserve	25,000
TOTAL RESERVES BALANCE	391,500

Table 4. Member and CEO Council Credit Card Transactions for the Month**Cardholder****Name:** S HILLEN

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
4/08/2025	180.18	Microsoft	Monthly Software Subscription
4/08/2025	260.57	Microsoft	Monthly Software Subscription
4/08/2025	638.88	Microsoft	Monthly Software Subscription
11/08/2025	286.20	Jobfit	Employee Expenses
15/08/2025	942.48	Darwin Mazda	CEO Vehicle Service
20/08/2025	222.00	Xero	Monthly Software Subscription
23/08/2025	164.75	Bunnings	P&G supplies
26/08/2025	340.00	Australia Post	Postage stamps
Total	\$ 3,035.06		

Other Staff Credit Card Transactions

For the period 1 August 2025 to 31 August 2025

Date	Description	Credit (AUD)
07 Aug 2025	Adobe	43.99
11 Aug 2025	Commonwealth Bank of Australia	1.94
11 Aug 2025	The PDF Guru	77.41
11 Aug 2025	Total Tools	249.00
14 Aug 2025	Batchelor Institute	78.00
18 Aug 2025	Nespresso	188.80
21 Aug 2025	JB Hi-Fi Online	663.99
25 Aug 2025	JB Hi-Fi Online	(663.99)
25 Aug 2025	JB Hi-Fi Online	663.99
28 Aug 2025	Australia Post	69.70
28 Aug 2025	Australia Post	117.30
29 Aug 2025	Lil' Ripper Bar Batchelor NT	84.69
29 Aug 2025	Australia Post	23.80
Total Staff Credit Cards		1,598.62

CCGC CBA Cheque Transactions

For the period 1 August 2025 to 31 August 2025

Date	Description	Credit (AUD)
01 Aug 2025	Payment: PowerWater - Bills	71.29
01 Aug 2025	Payment: Practical Safety Australia Pty Ltd	80.50
01 Aug 2025	Payment: Bunnings Building Supplies P/L	85.82
01 Aug 2025		87.00
01 Aug 2025	Bank Transfer from CCGC CBA Cheque to CBA Credit Card S Shooter	169.11
01 Aug 2025	Bank Transfer from CCGC CBA Cheque to CBA Credit Card S Hardy	226.49
01 Aug 2025	Payment: PowerWater - Bills	240.04
01 Aug 2025	Payment: Telstra	275.00
01 Aug 2025	Payment: PowerWater - Bills	354.12
01 Aug 2025	Payment: Winc	459.90
01 Aug 2025	Payment: Territory Tyres	490.00
01 Aug 2025	Payment: PowerWater - Bills	623.08
01 Aug 2025	Payment: Nexia Edwards Marshall NT	627.00
01 Aug 2025	Payment: Darwin Office Technology	767.88
01 Aug 2025	Payment: PowerWater - Bills	1,003.01
01 Aug 2025	Payment: R G Schroeder	1,038.00
01 Aug 2025	Bank Transfer from CCGC CBA Cheque to CBA Credit Card E Dunne	1,048.84
01 Aug 2025	Payment: Top End Grub	1,057.60
01 Aug 2025	Bank Transfer from CCGC CBA Cheque to CBA Credit Card S Hillen	1,271.43
01 Aug 2025	Payment: Nexia Edwards Marshall NT	2,200.00
01 Aug 2025	Payment: Sam McAuley Electrical	8,130.99
01 Aug 2025	Payment: Northern Projects Pty Ltd	11,869.00
01 Aug 2025	Payment: SD Electrical and Air-conditioning	11,880.00
01 Aug 2025	Payment: SD Electrical and Air-conditioning	26,500.00
01 Aug 2025	Payment: Northern Projects Pty Ltd	46,200.00
02 Aug 2025	Commonwealth Bank of Australia	39.00
02 Aug 2025	Commonwealth Bank of Australia	126.88
04 Aug 2025	Commonwealth Bank of Australia	1.10
04 Aug 2025	Direct Deposit rates returned	100.00
06 Aug 2025	PC060825-184163782 SuperChoice P-L	5,266.71

06 Aug 2025	PC060825-184163631 SuperChoice P-L	6,135.86
07 Aug 2025	PC060825-184176163 SuperChoice P-L	450.72
07 Aug 2025	PC060825-184176018 SuperChoice P-L	868.97
07 Aug 2025	SALARIES AND WAGES Coomalie Communi	44,415.66
08 Aug 2025	Payment: Australian Taxation Office	2.15
08 Aug 2025	Payment: PowerWater - Bills	30.88
08 Aug 2025		89.00
08 Aug 2025	Payment: Air Liquide Australia Ltd	96.23
08 Aug 2025	Payment: PowerWater - Bills	114.07
08 Aug 2025	Payment: TGS Diesel & Hydraulic Service & Repair	132.00
08 Aug 2025	Payment: Jtagz	149.60
08 Aug 2025	Payment: Captovate	165.00
08 Aug 2025	Payment: XO Aviation	209.00
08 Aug 2025	Payment: Practical Safety Australia Pty Ltd	242.50
08 Aug 2025	Payment: Think Water Virginia	465.30
08 Aug 2025	Payment: TGS Diesel & Hydraulic Service & Repair	857.25
08 Aug 2025	Payment: PowerWater - Bills	990.23
08 Aug 2025	Payment: WEX Australia Pty Ltd	1,014.44
08 Aug 2025	Payment: Top End Grub	1,057.60
08 Aug 2025	Payment: PowerWater - Bills	1,139.97
08 Aug 2025	Payment: Winc	1,250.43
08 Aug 2025	Payment: TGS Diesel & Hydraulic Service & Repair	1,336.97
08 Aug 2025	Payment: Darwin Dementia Alliance	1,450.00
08 Aug 2025	Payment: Prestons Mowing & Gardening	1,760.00
08 Aug 2025	Payment: Bunnings Building Supplies P/L	2,432.85
08 Aug 2025	Payment: TGS Diesel & Hydraulic Service & Repair	2,614.92
08 Aug 2025	Payment: RS Gardening Care	3,896.09
08 Aug 2025	Payment: News Corp Australia	4,632.68
08 Aug 2025	Payment: RS Gardening Care	5,406.45
08 Aug 2025	Payment: JSM Civils Pty Ltd	9,372.99
08 Aug 2025	Payment: Delta Electrics	19,941.35
15 Aug 2025	Commonwealth Bank of Australia	1.10
15 Aug 2025	Commonwealth Bank of Australia	3.08
15 Aug 2025	Commonwealth Bank of Australia	58.08
15 Aug 2025	Commonwealth Bank of Australia	67.76
15 Aug 2025	Payment: O'Loughlin Catholic College	118.00
15 Aug 2025	Direct Deposit rates returned	150.00
15 Aug 2025	Payment: NT Water Filters aka Viva Water Pty Ltd	220.00
15 Aug 2025	NBN Biz	322.52
15 Aug 2025	Payment: Roadside Services & Solutions Pty Ltd	353.52
15 Aug 2025	Payment: Jardine Lloyd Thompson	423.50
15 Aug 2025	Payment: Think Water Virginia	465.30
15 Aug 2025	Payment: Top End Grub	1,057.60
15 Aug 2025	Payment: Nexia Edwards Marshall NT	3,300.00
15 Aug 2025	Payment: Remote Area Tree Services Pty Ltd	3,520.00
15 Aug 2025	Payment: Gleeming Cleaning Services	3,745.00
15 Aug 2025	Payment: ArborWork Tree Services PTY LTD	3,960.00
15 Aug 2025	Payment: Jardine Lloyd Thompson	4,421.35
15 Aug 2025	Payment: VTG Waste & Recycling P/L	5,893.93
15 Aug 2025	Payment: VTG Waste & Recycling P/L	5,893.93
15 Aug 2025	Payment: Mills Oakley	8,322.60
15 Aug 2025	Payment: Mark Blackburn	9,336.36
15 Aug 2025	Payment: Jardine Lloyd Thompson	10,265.86

15 Aug 2025	Payment: Jardine Lloyd Thompson	13,342.23
15 Aug 2025	Payment: Jardine Lloyd Thompson	14,346.81
15 Aug 2025	Payment: Jardine Lloyd Thompson	25,402.15
15 Aug 2025	Payment: SD Electrical and Air-conditioning	35,200.00
15 Aug 2025	Payment: Jardine Lloyd Thompson	48,180.00
15 Aug 2025	Payment: Jardine Lloyd Thompson	76,349.75
18 Aug 2025	Commonwealth Bank of Australia	1.10
18 Aug 2025	Direct Deposit rates returned	100.00
19 Aug 2025	EQUIPMENT RENTS	227.00
21 Aug 2025	Payment: Petty Cash Reimbursements	551.85
21 Aug 2025	Cash Cheque	766.30
21 Aug 2025	PC210825-186431646 SuperChoice P-L	6,065.28
21 Aug 2025	PC210825-186431545 SuperChoice P-L	6,757.49
21 Aug 2025	Payment: MVR	8,233.70
21 Aug 2025	SALARIES AND WAGES Coomalie Communi	49,033.57
22 Aug 2025	Payment: Telstra	37.44
22 Aug 2025	Payment: Jacana Energy	45.83
22 Aug 2025	Payment: Jacana Energy	69.73
22 Aug 2025	Payment: Jacana Energy	81.85
22 Aug 2025	Payment: Blue Sky Transport (AKA Chris Reynold Transport)	84.70
22 Aug 2025		120.00
22 Aug 2025	Payment: Jacana Energy	132.39
22 Aug 2025	Payment: PowerWater - Bills	133.09
22 Aug 2025	Payment: Palmerston Paint Group Pty Ltd	204.00
22 Aug 2025	Payment: L&V Nominees Pty Ltd aka Poolwerx	300.00
22 Aug 2025	Payment: Gaz NT Pty Ltd	308.00
22 Aug 2025	Payment: Oolloo Investments Pty Ltd	364.96
22 Aug 2025	Payment: Jacana Energy	499.78
22 Aug 2025	Payment: Bunnings Building Supplies P/L	506.05
22 Aug 2025	Payment: Jacana Energy	708.16
22 Aug 2025	SALARIES AND WAGES Coomalie Communi	772.23
22 Aug 2025	Payment: Swan Business Advisory	800.00
22 Aug 2025	Payment: Top End Grub	1,057.60
22 Aug 2025	Payment: Oolloo Investments Pty Ltd	2,000.00
22 Aug 2025	Vocus	2,511.30
22 Aug 2025	Payment: PowerWater - Bills	3,191.80
22 Aug 2025	Payment: Batchelor Service Centre	3,507.72
22 Aug 2025	Payment: Sam McAuley Electrical	4,741.62
22 Aug 2025	Payment: Basketball Northern Territory Inc	6,869.17
22 Aug 2025	Payment: Bush concreting solutions	8,800.00
22 Aug 2025	Payment: Bush concreting solutions	38,500.00
22 Aug 2025	Payment: The Trustee for Terrain Trust	58,300.00
25 Aug 2025	PC250825-186918655 SuperChoice P-L	126.48
29 Aug 2025	Commonwealth Bank of Australia	1.10
29 Aug 2025	Payment: Integrated Land Information System	34.50
29 Aug 2025	Payment: HB Comms Telecom Solutions	55.00
29 Aug 2025	Payment: PowerWater - Bills	60.55
29 Aug 2025	Payment: PowerWater - Bills	77.37
29 Aug 2025	Payment: Blue Sky Transport (AKA Chris Reynold Transport)	84.70
29 Aug 2025	Payment: Officeworks Ltd	137.00
29 Aug 2025	Payment: Nutrien AG Solutions	137.61
29 Aug 2025	Payment: Practical Safety Australia Pty Ltd	142.10
29 Aug 2025	Payment: MVR	142.85

29 Aug 2025	Direct Deposit rates returned	150.00
29 Aug 2025		160.00
29 Aug 2025	Payment: PowerWater - Bills	183.07
29 Aug 2025	Payment: Practical Safety Australia Pty Ltd	206.00
29 Aug 2025	Payment: Engagis Pty Ltd	214.67
29 Aug 2025	Payment: PowerWater - Bills	247.93
29 Aug 2025	Payment: Telstra	275.00
29 Aug 2025	Payment: Bunnings Building Supplies P/L	311.56
29 Aug 2025	Payment: L&V Nominees Pty Ltd aka Poolwerx	320.00
29 Aug 2025	Payment: Carolyn Schulz	380.00
29 Aug 2025	Payment: Maxie Smith	400.00
29 Aug 2025	Payment: Oolloo Investments Pty Ltd	464.11
29 Aug 2025	Payment: Area9	582.12
29 Aug 2025	Payment: Oolloo Investments Pty Ltd	603.56
29 Aug 2025	Payment: Arafura Sweeping Pty Ltd	660.00
29 Aug 2025	Payment: TGS Diesel & Hydraulic Service & Repair	679.84
29 Aug 2025	Payment: The Exhibitionist	770.00
29 Aug 2025	Payment: MVR	841.25
29 Aug 2025	Payment: Safety Hub	1,045.00
29 Aug 2025	Payment: Oolloo Investments Pty Ltd	1,094.00
29 Aug 2025	Payment: Telstra	1,191.82
29 Aug 2025	Payment: Water Dynamics-Darwin Irrigation	2,334.33
29 Aug 2025	Payment: MASTEC Australia Pty Ltd	2,473.13
29 Aug 2025	Payment: PowerWater - Bills	3,525.04
29 Aug 2025	Payment: Oolloo Investments Pty Ltd	4,813.00
29 Aug 2025	Payment: Gaz NT Pty Ltd	5,280.00
29 Aug 2025	Payment: VTG Waste & Recycling P/L	5,893.93
29 Aug 2025	Payment: SD Electrical and Air-conditioning	33,000.00
Total CCGC CBA Cheque		785,213.71

14. REPORTS REQUIRING DECISIONS OF COUNCIL.

Nil

15. REPORTS FOR RECEIVING AND NOTING.

Nil

16. CORRESPONDENCE AND INFORMATION.

Nil

17. COUNCILLOR REPORTS.

Nil.

18. USE OF THE COMMON SEAL.

Nil.

19. LATE ITEMS AND URGENT BUSINESS.

Nil.

20. GENERAL BUSINESS.

Nil.

21. CONFIDENTIAL ITEMS.

RECOMMENDATION

That Council close the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*.

Moved:

Seconded:

Procedural Note:

The meeting was closed to the public at:

The confidential meeting opened at:

21.1 CONFIRMATION OF THE CONFIDENTIAL MINUTES FROM THE 19TH AUGUST 2025 OGM.

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

21.2 MYRTLE FAWCETT PARK TOILET BLOCK

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

22. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL.

RECOMMENDATION

That Council move the following items into Open:

Moved:

Seconded:

23. RE-OPEN MEETING TO THE GENERAL PUBLIC.

RECOMMENDATION

That Council re-opens the meeting to the general public in accordance with Regulation 51 of *the Local Government (General) Regulations 2021*

Moved:

Seconded:

Procedural Note:

The meeting was reopened to the public at

24. NEXT MEETING.

The next Ordinary Meeting of Council is scheduled to be held on **Tuesday 21st October 2025 at 3:00pm.**

25. CLOSURE OF MEETING.

The meeting closed at