



MINUTES
ORDINARY COUNCIL MEETING
20TH MAY 2025

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1. NOTICE OF MEETING

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

Date: 20th May 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 copy of the agenda can be found on Coomalie Council's website, or a copy can be obtained from the Council Office.



Chief Executive Officer

RESOLUTION 2025/06/17/002

That the Minutes of the Ordinary General Meeting held on 20th May be confirmed by Council as a true and correct record of the meeting.

Moved: Official Manager

Seconded: Official Manager

Carried

MINUTES

ORDINARY GENERAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, BATCHELOR ON 20TH MAY 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
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STAFF PRESENT

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

VISITORS PRESENT

4. APOLOGIES AND LEAVE OF ABSENCE.

Date: 20th May 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 20th May 2025.

Nil

5. ELECTRONIC MEETING ATTENDANCE.

Date: 20th May 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:	20 th May 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 2025/05/20/001

That Council notes there are no declarations of interest for the Ordinary General Meeting held 20th May 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 FROM THE 15TH APRIL 2025 OGM.

Date:	20 th May 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Unconfirmed Public Minutes 15th April 2025

PURPOSE

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

RESOLUTION 2025/05/20/002

That the Minutes of the Ordinary General Meeting held on 15th April 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 J MCELWEE.

Date:	20 th May 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Nil

PURPOSE

Council to formally acknowledge the loss of a significant Batchelor Community member Mrs Janet McElwee following her unexpected passing on the 2nd of May 2025.

RESOLUTION 2025/05/20/003

Condolence Motion for Janet McElwee

a) That the Coomalie Community Government Council expresses its deepest condolences on the passing of Janet McElwee, a cherished and integral member of the Batchelor community. Council acknowledges Janet's outstanding contribution to the success of numerous Council functions and community events, including her pivotal role in the inaugural Coomalie Art Prize, International Women's Day celebrations, and the Coomalie School Holiday Program. Through her years as the much-loved hostess at the Litchfield Resort and her leadership at the Rum Jungle Tavern, Janet set a benchmark for hospitality, warmth, and community spirit. Her tireless dedication and infectious enthusiasm lifted the bar for all, leaving a legacy that will be remembered by the people of Batchelor and beyond. Council extends its heartfelt sympathy to Janet's family, husband Michael, son's Richard, Christian, Jonathan and Fletcher and daughter Ashely, friends, and all who had the privilege to know her; and

b) that the CEO coordinates with the family to install a memorial plaque in one of the Memorial Gardens in Coomalie Shire.

Moved: Official Manager

Seconded: Official Manager

Carried

11.2 CONDOLENCE MOTION MR C FREEMAN.

Date:	20 th May 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, Mr Colin Freeman following his unexpected passing on the 7th of May 2025.

RESOLUTION 2025/05/20/004

Condolence Motion for Councillor Colin Freeman.

a) It is with deep sadness that this Council records the passing of Councillor Colin Freeman, who died in Johannesburg, unexpectedly on the 7th of May 2025 while travelling with his partner of 15 years, Marion Blackburn.

Councillor Freeman was a long-term resident of the Coomalie Rural Ward and was first elected to Council in the 2021 Local Government elections, serving with distinction in Council's ninth term. Councillor Freeman serviced as the Chair of the Council's Waste Advisory Committee and for a brief period was the Deputy President and a member of the Risk Management and Audit Committee. His enduring commitment to the Coomalie community was evident in every aspect of his service.

Councillor Freeman provided exceptional technical knowledge and leadership, particularly in the development of the Council's Waste Management Strategy. The near completion of its implementation by operations stands as a testament to his vision, expertise, and guidance. His ability to navigate complex challenges and deliver practical solutions has left a lasting legacy for the region.

He was a tireless representative of Council, always present at community events, markets, and celebrations, displaying great pride in his role and a deep respect for those he represented. Councillor Freeman was a strong advocate for many causes and a steadfast supporter of community initiatives. His dedication, integrity, and advocacy made a meaningful difference to countless individuals and to the broader Coomalie community.

Councillor Freeman will be missed by many. On behalf of the Council, we extend our sincere condolences to Marion, and his children Darrin and Rachel, his family, friends, and all who had the privilege of working alongside him.

May his contribution be long remembered and his memory cherished by all who knew him; and

b) that the CEO coordinates with the family to install a memorial plaque in one of the Memorial Gardens in Coomalie Shire.

Moved: Official Manager

Seconded: Official Manager

Carried

Procedural Note:

The meeting paused for a minute silence at 3:06pm.

11.3 OFFICIAL MANAGER'S REPORT.

Date:	20 May 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- 30 April 2025.

RESOLUTION 2025/05/20/005	
That Council receives and notes the Official Manager's Report for the period of 1 – 30 April 2025.	
Moved:	Official Manager
Seconded:	Official Manager Carried

12. CHIEF EXECUTIVE OFFICER'S REPORT.

Date:	20 TH May 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 April 2025 period.

RESOLUTION 2025/05/20/006	
That Council receives and notes the Chief Executive Officer Report for the April 2025 period.	
Moved:	Official Manager
Seconded:	Official Manager Carried

13. MONTHLY FINANCE REPORT

13.1 MONTHLY FINANCIAL REPORT.

Date:	20 May 2025
Author:	Sharon Hillen, Chief Executive Officer Shaun Hardy, Corporate Services Manager
Attachment:	Nil

PURPOSE

To provide a summary of the financial position of Council for the period ending 30 April 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 2025/05/20/007

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 as amended for April 2025. (*Table 1.2 & 2.1*)

Moved: Official Manager

Seconded: Official Manager

Carried

14. REPORTS REQUIRING DECISIONS OF COUNCIL

14.1 COOMALIE COMMUNITY SAFETY AUDIT REPORT FOR BATCHELOR AND ADELAIDE RIVER TOWNSHIPS.

Date:	20 th May 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Batchelor Town Centre CPTED Audit Report. Adelaide River CPTED Audit Report.

PURPOSE

That Council consider the actions required to address the issues identified in the recent Crime Prevention Through Environmental Design (CPTED) Audits of both Batchelor and Adelaide River townships.

RESOLUTION 2025/05/20/008

That Council :

- a) receives and notes the tabled CPTED Audit Reports for Batchelor and Adelaide River and endorses the proposed actions to address community safety issues, support grant applications, and maintain ongoing collaboration with NT Police and community partners; and
- b) Distribute the CPTED Audit Reports for Batchelor and Adelaide River to interested stakeholders; and
- c) requests the CEO to organise follow up community meetings to discuss the progress of the actions identified in the Batchelor and Adelaide River CPTED Audits.

Moved: Official Manager

Seconded: Official Manager

Carried

14.2 COUNCIL RESERVES.

Date:	20 May 2025
Author:	Shaun Hardy, Corporate Services Manager
Attachment:	Nil

PURPOSE

To seek that Council creates Reserves funds in accordance to Council's Reserves Policy.

RESOLUTION 2025/05/20/009

That Council:

- a) receives and notes the report titled Council Reserves; and
- b) creates Council Reserves Opening Balances in accordance to Council's Reserves Policy and Draft Shire Plan and Budget 2025-26.

Moved: Official Manager

Seconded: Official Manager

Carried

14.3 NOMINATIONS FOR THE NT BUSHFIRE COUNCIL.

Date:	20 th May 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Letter from the NTPFES and Nomination Form

PURPOSE

The Council is often represented by elected members or staff on various external Committees. The NT Bushfire Council via the Department of NT Police Fire and Emergency Services are seeking nominations for the next term by the 30th April 2025.

RESOLUTION 2025/05/20/010

That Council supports and approves the CEO, Sharon Hillen to nominate for a position on the NT Bushfires Council.

Moved: Official Manager

Seconded: Official Manager

Carried

14.4 SPONSORSHIP REQUEST – TOP HALF FOLK FESTIVAL.

Date:	20 th May 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Correspondence

PURPOSE

For Council to consider providing in kind support to the Top End Folk Festival being held at Mt Bundy Station from the 1st – 4th August 2025.

RESOLUTION 2025/05/20/011

- a) That Council receives and notes Sponsorship request- Top Half Folk Festival report; and
- b) approves in kind support of waiving waste fees of up to \$1000; and
- c) approves the use of the Council logo promoting Councils sponsorship on promotional material.

Moved: Official Manager

Seconded: Official Manager

Carried

15. REPORTS FOR RECEIVING AND NOTING

15.1 REVIEW OF ACTION ITEMS LIST TO MAY 2025.

Date:	20 th May 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Action Items List to May 2025

RESOLUTION 2025/05/20/012

That Council;

- a) receives and notes the Action Items List to May 2025.; and
- b) endorses the removal of items: 7, 9, 10 & 11.

Moved: Official Manager

Seconded: Official Manager

Carried

15.2 COMPLAINTS AND COMPLIMENTS REGISTER.

Date: 20th May 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Nil

PURPOSE

To update Council on complaints and compliments received during April and May 2025 period.

RESOLUTION 2025/05/20/013

That Council receives and notes the Complaints and Compliments Register during April and May 2025.

Moved: Official Manager

Seconded: Official Manager

Carried

15.3 COOMALIE TREE AUDIT REPORT.

Date: 20th May 2025
Author: Sharon Hillen, Chief Executive Officer
Attachment: EXECUTIVE SUMMARY – COOMALIEE TREE AUDIT REPORT'S

PURPOSE

To inform the Council of the outcomes of the Coomalie Tree Audit carried out by Remote Area Tree Services in Batchelor and Adelaide River Townships.

RESOLUTION 2025/05/20/014

That Council;

a) receives and notes the Coomalie Tree Audit Report; and

b) notes a budget for actions identified in the tree audit is included in the DRAFT 2025-26 Shire Plan.

Moved: Official Manager

Seconded: Official Manager

Carried

15.4 SHIRE PLAN AND BUDGET 2025-26 TIMETABLE.

Date:	20 May 2025
Author:	Shaun Hardy, Corporate Services Manager
Attachment:	Nil

PURPOSE

That Council receives and notes the remaining timetable of the Shire Plan and Budget 2025-26.

RESOLUTION 2025/05/20/015

That Council receives and notes the remaining timetable of the Shire Plan and Budget 2025-26 as amended. *(RMAC meeting to be included in the table).*

Moved: Official Manager

Seconded: Official Manager

Carried

16. CORRESPONDENCE AND INFORMATION

16.1 INCOMING AND OUTGOING MAIL.

Date:	20 th May 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 April and May 2025.

RESOLUTION 2025/05/20/016

That Council receives and notes the items of incoming and outgoing correspondence as tabled for the April and May 2025 period.

Moved: Official Manager

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.

Nil

21. CONFIDENTIAL ITEMS.

RESOLUTION 2025/05/20/017

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's:

The meeting was closed to the public at 4:08pm.

The confidential meeting opened at 4:10pm.

21.1 CONFIRMATION OF THE CONFIDENTIAL MINUTES FROM THE 15TH APRIL 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 MINUTES FROM THE SPECIAL MEETING 24TH APRIL.

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 CONFIRMATION OF THE CONFIDENTIAL MINUTES FROM THE SPECIAL MEETING 6TH MAY.

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 REVIEW OF CONFIDENTIAL ACTION ITEMS LIST TO MAY 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.

21.5 MILES ROAD DRAINAGE PROJECT UPDATE REPORT.

CONFIDENTIAL: Regulations 51(1)(c)(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person

21.6 OVERRIDING STATUTORY CHARGE ON RATES ARREARS.

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

21.7 CRATER LAKE ROAD – NEW HIGH VOLTAGE POWERLINE PROPOSAL.

CONFIDENTIAL: Regulations 51(1)(c)(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person

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

Nil

23. RE-OPEN MEETING TO THE GENERAL PUBLIC.

RESOLUTION CONF2025/05/025

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 4:32pm

24. NEXT MEETING.

The next Ordinary Meeting of Council is scheduled to be held on **Tuesday 17th June 2025 at 3:00pm.**

25. CLOSURE OF MEETING.

The meeting closed at 4:33pm.