



AGENDA

CEMETERY BOARD MEETING

21st APRIL 2026

4:30 PM

1. MEETING NOTICE

I hereby give notice that a Cemetery Board meeting is to be held on:

Date: Tuesday 21st April 2026
Time: 4:30pm
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

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

The Cemetery Board meeting will be open to the public.

The meeting will be recorded for minuting purposes only.

A handwritten signature in blue ink, appearing to read 'Al Chapman', is positioned above the title 'Acting Chief Executive Officer'.

Acting Chief Executive Officer

Contents

1. MEETING NOTICE 2

2. ACKNOWLEDGEMENT OF COUNTRY 4

3. PERSONS PRESENT 4

4. APOLOGIES AND LEAVE OF ABSENCE 5

5. ELECTRONIC MEETING ATTENDANCE 6

6. DECLARATION OF INTEREST OF MEMBERS OR STAFF 7

7. CONFIRMATION OF MINUTES..... 8

 7.1 CONFIRMATION OF MINUTES OF THE PRVIOUS MEETING 8

 7.1 ATTACHMENT – MINUTES OF 10th June 2025..... 9

8. REPORTS..... 18

 8.1 COOMALIE BUSH CEMETERY, CEMETERY MANAGERS REPORT 18

 8.2 FINANCE REPORT MARCH 2026 20

9. CONFIDENTIAL ITEMS 22

10. GENERAL BUSINESS..... 22

11. NEXT MEETING..... 22

12. CLOSURE OF MEETING 22

AGENDA

CEMETERY BOARD MEETING

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 21ST APRIL 2026

The Chairperson of the Cemetery Board, Mr Ross McGorman, will declare the meeting open at 4:30 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

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

STAFF PRESENT

Acting Chief Executive Officer	Natasha Chapman
Acting Corporate Services Manager	Luke Ackland
Council and Community Services Manager	Emma Dunne
Executive Services Coordinator	Terrill Forrest

VISITORS PRESENT

4. APOLOGIES AND LEAVE OF ABSENCE

Date: 21st April 2026

Author: Natasha Chapman, Acting Chief Executive Officer

Attachments: Nil

PURPOSE

This report is to table for the Board's record any apologies and requests for leave of absence received from Board Members for the Cemetery Board Meeting held on 21st April 2026.

RECOMMENDATION

That the Board receives and notes the apology by _____ from the Cemetery Board Meeting held on the 21st April 2026.

Moved:

Seconded:

COMMENT

The Board 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 the Board will be recorded as absence without notice.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Section 95 *Local Government Act 2019*

1.07 Councils Meeting Policy

FINANCIAL IMPLICATIONS

Nil

5. ELECTRONIC MEETING ATTENDANCE

Date: 21st April 2026
Author: Natasha Chapman, Acting Chief Executive Officer
Attachment: Nil

PURPOSE

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

RECOMMENDATION

That the Board receives and notes the attendance via electronic means of _____ for the Board meeting on 21st April 2026.

Moved:

Seconded:

COMMENT

The Local Government Act 2019 provides for a member who is not physically able to be present at a board meeting, is taken to be present 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.

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019

FINANCIAL IMPLICATIONS

Nil

6. DECLARATION OF INTEREST OF MEMBERS OR STAFF

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachments:	Nil

PURPOSE

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

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

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

RECOMMENDATION

That the Board receives the declarations of interest as listed for the Cemetery Board Meeting held 21st April 2026.

Moved:

Seconded:

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 Section 114

Local Government Act (2019) Section 179 Conflict of interest - Staff

Conflict of Interest – Code of Conduct.

FINANCIAL IMPLICATIONS

Not applicable.

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES OF THE PRVIOUS MEETING

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachments:	Minutes of the meeting held 10th June 2025

PURPOSE

Minutes of the Cemetery Board Meeting held on 10th June 2025 are submitted to the Board for noting as a record of the meeting.

RECOMENDATION

That the Minutes of the Cemetery Board Meeting held on 10th June 2025 be noted by the Cemetery Board as a record of the meeting.

Moved:

Seconded:

BACKGROUND

Nil

COMMENT

Nil

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

The Minutes as submitted must comply with Section 101(3) of the *Local Government Act 2019*.

FINANCIAL IMPLICATIONS

Not applicable.



MINUTES

CEMETERY BOARD MEETING

10TH JUNE 2025

1:00 PM

1. MEETING NOTICE

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

Date: Tuesday 10th June 2025
Time: 1.00pm
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

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

The Cemetery Board meeting will be open to the public.

The meeting will be recorded for minuting purposes only.

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

A handwritten signature in black ink, appearing to read 'SHILL', is written over a large, light grey 'DRAFT' watermark.

Contents

1. MEETING NOTICE..... 2

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. CONFIRMATION OF MINUTES..... 7

 7.1 CONFIRMATION OF MINUTES OF THE PRVIOUS MEETING 7

8. REPORTS..... 7

 8.1 COOMALIE BUSH CEMETERY, CEMETERY MANAGERS REPORT 7

 8.2 COOMLAIE BUSH CEMETERY, CEMETERY PLAN 2025..... 8

 8.3 COOMALIE BUSH CEMETERY POLICY 8

 8.4 CEMETERY PRECINCT UPDATE 9

 8.5 FINANCE REPORT 9

9. CONFIDENTIAL ITEMS 9

10. GENERAL BUSINESS..... 9

11. NEXT MEETING..... 9

12. CLOSURE OF MEETING..... 9

DRAFT

MINUTES

CEMETERY BOARD MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 10TH JUNE 2025

The Official Administrator of the Council, Mr. Mark Blackburn, declared the meeting open at 1.00 pm and welcomed all in attendance.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. PERSONS PRESENT

Official Manager

Mark Blackburn

STAFF PRESENT

Chief Executive Officer

Sharon Hillen

Corporate Services Manager

Shaun Hardy

Executive Services Coordinator

Stacey Shooter

VISITORS PRESENT

4. APOLOGIES AND LEAVE OF ABSENCE

Date:	10 th June 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Nil

PURPOSE

This report is to table for the Board's record any apologies and requests for leave of absence received from Board Members for the Cemetery Board Meeting held on 10th June 2025.

Nil

5. ELECTRONIC MEETING ATTENDANCE

Date:	10 th June 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Nil

PURPOSE

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

Nil

6. DECLARATION OF INTEREST OF MEMBERS OR STAFF

Date:	10 th June 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Nil

PURPOSE

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

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

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

RESOLUTION CEM2025/06/10/001

That the Board notes there are no declarations of interest as listed for the Cemetery Board Meeting held 10th June 2025.

Moved: Official Manager

Seconded: Official Manager

Carried

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES OF THE PRVIOUS MEETING

Date:	10 th June 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Minutes of the meeting held 15th October 2024

PURPOSE

Minutes of the Cemetery Board Meeting held on 15th October 2024 are submitted to the Board for confirmation that those Minutes are a true and correct record of the meetings.

RESOLUTION CEM2025/06/10/002		
That the Minutes of the Cemetery Board Meeting held on 15 th October 2024 be confirmed by Council as a true and correct record of the meeting.		
Moved:	Official Manager	
Seconded:	Official Manager	Carried

8. REPORTS

8.1 COOMALIE BUSH CEMETERY, CEMETERY MANAGERS REPORT

Date:	10 th June 2025
Author:	Sharon Hillen, Chief Executive Officer (Cemetery Manager)
Attachment:	Nil

PURPOSE

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

RESOLUTION CEM2025/06/10/003		
That the Board receives and notes the Coomalie Bush Cemetery, Cemetery Managers Report.		
Moved:	Official Manager	
Seconded:	Official Manager	Carried

8.2 COOMLAIE BUSH CEMETERY, CEMETERY PLAN 2025

Date:	10 th June 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	DRAFT Coomalie Bush Cemetery, Cemetery Plan 2025

PURPOSE

For the Council to consider adoption of the DRAFT Coomalie Bush Cemetery Plan 2025 to guide and inform the Council operation in management and control of the Coomalie Bush Cemetery in line with Sections 24, 22(4)(a) and 29(a) of the *Burial and Cremation Act 2022*.

RESOLUTION CEM2025/06/10/004	
That the Board;	
a) receives and notes the Coomalie Bush Cemetery, Cemetery Plan 2025 Report; and	
b) endorses the DRAFT <i>Coomalie Bush Cemetery, Cemetery Plan 2025, as amended</i> .	
Moved:	Official Manager
Seconded:	Official Manager Carried

8.3 COOMALIE BUSH CEMETERY POLICY

Date:	10 th June 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	DRAFT Coomalie Bush Cemetery Policy

PURPOSE

To seek that Council adopts the attached Draft Coomalie Bush Cemetery Policy.

RESOLUTION CEM2025/06/10/005	
That the Board;	
a) receives and notes the Draft Coomalie Bush Cemetery Policy; and	
b) endorses the DRAFT Cemetery Policy as amended.	
Moved:	Official Manager
Seconded:	Official Manager Carried

8.4 CEMETERY PRECINCT UPDATE

Date:	10 th June 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Cemetery Precinct Map

PURPOSE

The Cemetery Precinct Project Report aims to update the Coomalie Cemetery Board on the progress and anticipated schedule of works relating to the project.

RESOLUTION CEM2025/06/10/006	
That the Board receives and notes the Cemetery Precinct Report.	
Moved:	Official Manager
Seconded:	Official Manager Carried

8.5 FINANCE REPORT

Date:	10 th June 2025
Author:	Shaun Hardy, Corporate Services Manager
Attachment:	Nil

PURPOSE

To provide the Cemetery Board with an update of Coomalie Bush Cemetery financials.

RESOLUTION CEM2025/06/10/007	
That the Cemetery Board receives and notes the Coomalie Bush Cemetery Finance Report.	
Moved:	Official Manager
Seconded:	Official Manager Carried

9. CONFIDENTIAL ITEMS

Nil

10. GENERAL BUSINESS

Nil

11. NEXT MEETING

The next Cemetery Board meeting will be on TBA.

12. CLOSURE OF MEETING

The meeting was closed at 2:09 pm

8. REPORTS

8.1 COOMALIE BUSH CEMETERY, CEMETERY MANAGERS REPORT

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer (Acting Cemetery Manager)
Attachment:	Nil

PURPOSE

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

RECOMMENDATION

That the Board receives and notes the Coomalie Bush Cemetery, Cemetery Managers Report.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Section 23 of the *Burials and Cremations Act 2022* appoints the CEO of the Council responsible for a public cemetery to be the Cemetery Manager. The Department has been notified of the details of the Cemetery Manager as required below:

- 23 *Manager of cemetery***
- (1) *The **manager of a cemetery** is the chief executive officer of the responsible entity for the cemetery.*
- (2) *If the responsible entity mentioned in subsection (1) does not have a chief executive officer, the manager of the cemetery is the person employed in the position equivalent to a chief executive officer for that responsible entity.*
- (3) *The responsible entity for a cemetery must notify the Agency of the following information regarding the manager of the cemetery:*
- (i) *the full name of the manager;*
- (ii) *the contact details of the manager.*
- (4) *A notification under subsection (3) must be in writing and occur as soon as reasonably practicable after the person becomes the manager of the cemetery.*

COMMENT

Council manages and controls the Coomalie Bush Cemetery adjacent to the Adelaide River War Cemetery and Civilian War Graves.

General Operations

Since the Board's last meeting on 10th June 2025, Council staff have been busy with the below activities:

1. Grounds maintenance.
2. Grave preservation, inspecting for any sinkage of plots.

3. Contract management for cleaning provisions.
4. Checking fences and gates, to ensure area is free of feral animals.
5. Emptying rubbish bins, once per week.
6. Engaging local contractors for grave excavations as needed.
7. Liaising with families for any needs on the day.
8. Waiting for funeral proceedings to end and backfilling of the grave.
9. Answering any enquiries regarding plaques, monuments etc.
10. Dry season daily hand watering, moving sprinklers.
11. Turn on hedge drippers.
12. General maintenance as needed.
13. Pressure washing of paths.
14. Progressing the establishment of the Adelaide River Memorial Garden.

Community and Civic Events

Council has conducted one successful and well attended community event:

- Bombing of Darwin – 120 in attendance; Mr Luke Gosling provided the keynote address.
- Council is in preparation of the ANZAC Day Dawn Service, held in the Adelaide River War Graves Cemetery but many attendees proceed through all three cemeteries throughout the morning.

Project Management

1. The Cemetery Precinct Project works have been awarded, and the formal works are scheduled to commence after the completion of the 2026 ANZAC Day event, noting this is not specifically Cemetery budget or works.
2. Council successfully received funds through the NTG Regional and Remote Burial Areas Grant 2024-25 to install new fencing around the bushland portion of the Adelaide River Bush Cemetery parcel of land and the active burial site at the Rum Jungle Lake Reserve.
3. Council nominated projects for a grant application to be submitted to the NTG Regional and Remote Burial Areas Grant 2025-26. Notification of outcome is anticipated by the end of the financial year or early in 2026-27.

CONSULTATION

Department of Housing, Local Government and Community Development

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Burial and Cremation Act 2022

Local Government Act 2019

FINANCIAL IMPLICATIONS

NIL

8.2 FINANCE REPORT MARCH 2026

Date:	21 st April 2026
Author:	Luke Ackland, Acting Corporate Services Manager Natasha Chapman, Acting Chief Executive Officer
Attachment:	Nil

PURPOSE

To provide the Cemetery Board with an update of Coomalie Bush Cemetery financials.

RECOMMENDATION

That the Cemetery Board receives and notes the Coomalie Bush Cemetery Finance Report for March 2026.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Council manages the Coomalie Bush Cemetery and Memorial Terrace adjacent to the Adelaide River War Cemetery.

Council receives annual funding of \$10,585 from the Department of Veterans Affairs to supplement the cost of cleaning the public toilets at the precinct but this is not allocated to the cemetery function of the budget. This revenue is recognised in the Public Conveniences function of the budget. Toilets at the cemetery are cleaned daily by Council's cleaning contractor and expenditure is recognised in the Public Conveniences budget.

Council's Municipal Officers mow and maintain the grounds of the cemetery on average half a day every two weeks in the dry season and a full day every two weeks in the wet season.

To fund the Cemetery Precinct project including carpark, power and lighting upgrade, Council received a Community Places for People grant in 2023-24 from the NT Government (\$415,000), a contribution from the Department of Veterans Affairs (\$184,000) and resolved to provide a co-contribution from discretionary roads funding (\$210,000). It is important to note that the funds are allocated to the roads budget where the work will be recognised.

Council received \$15,000 through the Regional and Remote Burial Areas Grant 2024-25 round for installation of fencing around the unmaintained portion of land at the Coomalie Bush Cemetery and the burial site located at the Rum Jungle Lake land parcel.

With the installation of electricity at the precinct, a new budget allocation was made in 2025-26 for electricity costs to the Coomalie Bush cemetery.

The year-to-date income and expenditure reports are detailed below.

Operating Income and Expenditure

The **Operating** Income and Expenditure of the **Coomalie Bush Cemetery** is as follows:

	YTD Actual \$	YTD Budget \$	Variance \$
Trading Income			
Grants and Operational Subsidies	0	0	0
Other Revenue – Donations, Contributions Received	0	0	0
Other Revenue – GST Payable	7,711	5,200	2,511
Total Trading Income	7,711	5,200	2,511
Operating Expenses			
Materials and Services – Contractor Services	1,405	1,500	95
Materials and Services - Electricity Costs	93	375	282
Materials and Services – Maintenance Buildings and Property	617	8,685	8,068
Total Operating Expenses	2,115	10,560	8,445
Net Surplus/(Deficit)	5,596	(5,360)	10,956

Capital Income and Expenditure

The **Capital** Income and Expenditure of the Coomalie Bush Cemetery is:

	YTD Actual \$	YTD Budget \$	Variance \$
Capital Income			
Grant NTG Special Purpose	15,000	15,000	0
Total Capital Income	15,000	15,000	0
Capital Expenses			
Work in Progress Capital Works – Materials	0	0	0
Work in Progress Capital Works – Other Costs	0	15,000	(15,000)
Total Capital Expenses	0	15,000	(15,000)
Net Surplus/(Deficit)	15,000	0	15,000

CONSULTATION

Council and Community Services Manager

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Burial and Cremation (Act) 2022

Local Government Act 2019

FINANCIAL IMPLICATIONS

As above

9. CONFIDENTIAL ITEMS

Nil

10. GENERAL BUSINESS

Nil

11. NEXT MEETING

The next Cemetery Board meeting will be on 15th September 2026 at 4:30pm.

12. CLOSURE OF MEETING

The meeting was closed at