



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'.

RESOLUTION: CEM2026/04/21/003

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: DP Whatley

Seconded: Clr Morrison

Carried

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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: 10th 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: 10th 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: 10th 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 15th 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: 10th 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 *Coomalie Bush Cemetery, Cemetery Plan 2025, as amended*.

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: 10th 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: 10th 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