



**MINUTES**  
**ORDINARY COUNCIL MEETING**  
**15<sup>TH</sup> JULY 2025**

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## 1. NOTICE OF MEETING.

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

Date: 15<sup>th</sup> July 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.

### RESOLUTION 2025/08/19/002

That the Minutes of the Ordinary General Meeting held on 15<sup>th</sup> July 2025 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 15<sup>th</sup> JULY 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     | Shaun Hardy    |
| Executive Services Coordinator | Stacey Shooter |

#### **VISITORS PRESENT**

#### **4. APOLOGIES AND LEAVE OF ABSENCE.**

**Date:** 15<sup>th</sup> July 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 15<sup>th</sup> July 2025.

**Nil**

#### **5. ELECTRONIC MEETING ATTENDANCE.**

**Date:** 15<sup>th</sup> July 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:** 15<sup>th</sup> July 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 2025/07/15/001

That Council notes there are no declarations of interest for the Ordinary General Meeting held 15<sup>th</sup> July 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 17<sup>TH</sup> JUNE 2025 OGM.

**Date:** 15<sup>th</sup> July 2025  
**Author:** Sharon Hillen, Chief Executive Officer.  
**Attachments:** [Unconfirmed Public Minutes 17<sup>th</sup> June 2025.](#)

#### PURPOSE

Minutes of the Ordinary General Meeting held on 17<sup>th</sup> June 2025 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

#### RESOLUTION 2025/07/15/002

That the Minutes of the Ordinary General Meeting held on 17<sup>th</sup> June 2025 be confirmed as amended by Council as a true and correct record of the meeting.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

### 10.2 CONFIRMATION OF THE MINUTES 26<sup>TH</sup> JUNE 2025 SPECIAL MEETING.

**Date:** 15<sup>th</sup> July 2025  
**Author:** Sharon Hillen, Chief Executive Officer.  
**Attachments:** [Unconfirmed Public Minutes 26<sup>th</sup> June 2025 Special Meeting.](#)

#### PURPOSE

Minutes of the Special Meeting held on 26<sup>th</sup> June 2025 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

#### RESOLUTION 2025/07/15/003

That the Minutes of the Special Meeting held on 26<sup>th</sup> June 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.

|                    |                                  |
|--------------------|----------------------------------|
| <b>Date:</b>       | 15 July 2025                     |
| <b>Author:</b>     | Mark Blackburn, Official Manager |
| <b>Attachment:</b> | NIL                              |

### PURPOSE

To update Council on the activities of the Official Manager since the last Ordinary General Meeting (OGM) for the period 1- 30 June 2025.

#### RESOLUTION 2025/07/15/004

That Council receives and notes the Official Manager's Report for the period of 1 – 30 June 2025

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 12. CHIEF EXECUTIVE OFFICER'S REPORT.

|                    |  |
|--------------------|--|
| <b>Date:</b>       | 15 <sup>th</sup> July 2025             |
| <b>Author:</b>     | Sharon Hillen, Chief Executive Officer |
| <b>Attachment:</b> | Nil                                    |

### PURPOSE

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

#### RESOLUTION 2025/07/15/005

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

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

### 13. MONTHLY FINANCE REPORT.

#### 13.1 MONTHLY FINANCIAL REPORT.

|                    |   |
|--------------------|---|
| <b>Date:</b>       | 15 <sup>th</sup> July 2025  |
| <b>Author:</b>     | Sharon Hillen, Chief Executive Officer<br>Shaun Hardy, Corporate Services Manager |
| <b>Attachment:</b> | Nil   |

#### PURPOSE

To provide a summary of the financial position of Council for the period ending 30 June 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 2025/07/15/006

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 June 2025.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 14. REPORTS REQUIRING DECISIONS OF COUNCIL.

### 14.1 AUTHORISED OFFICERS - BODY WORN CAMERA

|                    |  |
|--------------------|--|
| <b>Date:</b>       | 15 <sup>TH</sup> July 2025                         |
| <b>Author:</b>     | Emma Dunne, Council and Community Services Manager |
| <b>Attachment:</b> | NIL  |

#### PURPOSE

To brief Council on challenges faced by Council's Authorised Officers and for consideration to approve the use and ability for Authorised Officers to wear a body camera in public place.

#### RESOLUTION 2025/07/15/007

That Council;

- a) approve a trial use of body worn cameras by Council's Authorised Officers for a 6-month period; and noting
- b) The footage is subject to the same privacy principles and legislation as any other personal information collected by the Coomalie Community Government Council.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 14.2 TOP HALF FOLK FESTIVAL LIQUOR LICENSE APPLICATION

|                    |   |
|--------------------|---|
| <b>Date:</b>       | 15 <sup>th</sup> July 2025                    |
| <b>Author:</b>     | Sharon Hillen, Chief Executive Officer        |
| <b>Attachment:</b> | <a href="#">Liquor Commission Application</a> |

### PURPOSE

The purpose of the report is to inform the Council about the proposed Top Half Folk Festival at Mt Bundy Station Liquor License scheduled for 1<sup>st</sup> – 3<sup>rd</sup> August 2025. Additionally, the report aims to provide comments to the Liquor Commission regarding the management and control measures for the event, based on stakeholder notifications.

### RESOLUTION 2025/07/15/008

That Council;

- a) receives and notes the Top Half Festival Liquor License Application report; and
- b) provides feedback and advice to the NT Liquor Commission regarding the proposed Top Half Folk Festival Liquor License for the 1 – 3 August 2025 at Mt Bundy Station as per the report.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 15. REPORTS FOR RECEIVING AND NOTING.

### 15.1 REVIEW OF ACTIONS ARISING LIST TO JULY 2025.

**Date:** 15<sup>th</sup> July 2025.

**Author:** Sharon Hillen, Chief Executive Officer.

**Attachments:** [Actions Arising List to July 2025.](#)

#### RESOLUTION 2025/07/15/009

That Council receives and notes the Actions Arising List to July 2025; and

b) the following items: 6, 9, 10, 11, 14, 15, 16, 17, 18, 19, & 20 be removed.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

### 15.2 COMPLAINTS AND COMPLIMENTS REGISTER.

**Date:** 15<sup>th</sup> July 2025.

**Author:** Sharon Hillen, Chief Executive Officer.

**Attachments:** [Complaints and compliments tables.](#)

#### PURPOSE

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

#### RESOLUTION 2025/07/15/010

That Council receives and notes the Complaints and Compliments Register during June and July 2025.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

### 15.3 CORPORATE SERVICES 4th QUARTERLY REPORT 2024-25

|                    |   |
|--------------------|---|
| <b>Date:</b>       | 15th July 2025                          |
| <b>Author:</b>     | Shaun Hardy, Corporate Services Manager |
| <b>Attachment:</b> | Nil                                     |

#### PURPOSE

To provide Council with a quarterly update on financial, governance, administration and people and culture matters from the Corporate Services Unit.

|   |                                 |
|---|---------------------------------|
| <b>RESOLUTION 2025/07/15/011</b>  |                                 |
| That Council receives and notes the Corporate Services 4th Quarterly Report of 2024-25. |                                 |
| <b>Moved:</b>   | Official Manager                |
| <b>Seconded:</b>  | Official Manager <b>Carried</b> |

### 15.4 COUNCIL SERVICES 4<sup>th</sup> QUARTER REPORT 2024-25

|                    |  |
|--------------------|--|
| <b>Date:</b>       | 15 <sup>th</sup> July 2025                         |
| <b>Author:</b>     | Emma Dunne, Council and Community Services Manager |
| <b>Attachment:</b> | NIL  |

#### PURPOSE

To brief Council on the activities of the Council Services unit, including all municipal, compliance and regulatory actions.

|   |                                 |
|---|---------------------------------|
| <b>RESOLUTION 2025/07/15/012</b>  |                                 |
| That Council receives and notes the Council Services 4 <sup>th</sup> Quarterly Report of 2024-25. |                                 |
| <b>Moved:</b>   | Official Manager                |
| <b>Seconded:</b>  | Official Manager <b>Carried</b> |

## 15.5 COMMUNITY SERVICES 4TH QUARTERLY REPORT 2024-25

|                    |  |
|--------------------|--|
| <b>Date:</b>       | 15 July 2025                                   |
| <b>Author:</b>     | Andrew Roberts, Community Services Coordinator |
| <b>Attachment:</b> | <a href="#">ARS Newsletter 250501.pdf</a>      |

### PURPOSE

To provide Council with a quarterly update of activities and programs provided to the community through the sport, recreation, and community development program.

|   |                                 |
|---|---------------------------------|
| <b>RESOLUTION 2025/07/15/013</b>  |                                 |
| That Council receives and notes the Community Services 4 <sup>th</sup> Quarterly Report of 2024-25. |                                 |
| <b>Moved:</b>   | Official Manager                |
| <b>Seconded:</b>  | Official Manager <b>Carried</b> |

## 16. CORRESPONDENCE AND INFORMATION.

### 16.1 INCOMING AND OUTGOING MAIL.

|                    |  |
|--------------------|--|
| <b>Date:</b>       | 15 <sup>th</sup> July 2025.                                  |
| <b>Author:</b>     | Sharon Hillen, Chief Executive Officer.                      |
| <b>Attachment:</b> | <a href="#">Incoming and outgoing correspondence tables.</a> |

### PURPOSE

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

|  |                                 |
|--|---------------------------------|
| <b>RESOLUTION 2025/07/15/014</b>   |                                 |
| That Council receives and notes the items of incoming and outgoing correspondence as tabled for the June and July 2025 period. |                                 |
| <b>Moved:</b>  | Official Manager                |
| <b>Seconded:</b>   | Official Manager <b>Carried</b> |

**17. COUNCILLOR REPORTS.**

Nil.

**18. USE OF THE COMMON SEAL.**

Nil.

**19. LATE ITEMS AND URGENT BUSINESS.**

**21.6 CONFIDENTIAL: FAIR WORK COMMISSION WAGE INCREASE 2025-26**

**20. GENERAL BUSINESS.**

Nil.

**21. CONFIDENTIAL ITEMS.**

**RESOLUTION 2025/07/15/015**

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 4:26pm.

The confidential meeting opened at 4:28pm.



**21.1 CONFIRMATION OF THE CONFIDENTIAL MINUTES FROM THE 17<sup>TH</sup> JUNE 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 SPECIAL COUNCIL MEETING MINUTES FROM THE 26<sup>TH</sup> JUNE 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.

**21.3 RATES RECOVERY UPDATE 2024-25**

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

**21.5 OUT OF SESSION ANNUAL COMMUNITY GRANT APPLICATION – DEMENTIA ALLIANCE DARWIN INC.**

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

**RESOLUTION CONF2025/07/15/020**

That Council:

- a) receives and notes the report titled Out of Session Annual Community Grant Application – Dementia Alliance Darwin Inc.; and
- b) approves \$1,450.00 for the out of session Community Grant application for Dementia Alliance Darwin Inc.; and
- c) this decision be moved into open business.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

**21.6 FAIR WORK COMMISSION WAGE INCREASE 2025-26**

**CONFIDENTIAL: 51(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.**

**RESOLUTION CONF2025/07/15/021**

That Council;

- a) receives and notes the report entitled Fair Work Commission Wage Increase 2025-26; and
- b) approves a wage increase of 3.75% to all non-contracted employees for the 2025-26 financial year; and
- c) notes that a 3.75% increase to all non-contracted employees was budgeted in the 2025-2026 Shire Plan; and
- d) moves this decision into open business.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

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

Nil

**23. RE-OPEN MEETING TO THE GENERAL PUBLIC.**

**RESOLUTION CONF2025/07/15/022**

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 4:50pm

**24. NEXT MEETING.**

The next Ordinary Meeting of Council is scheduled to be held on **Tuesday 19<sup>th</sup> August 2025 at 3:00pm.**

**25. CLOSURE OF MEETING.**

The meeting closed at 4:51pm.