



**MINUTES**  
**ORDINARY COUNCIL MEETING**  
**19<sup>TH</sup> 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 <sup>TH</sup> JULY 2025 OGM. ....	8
10.2 CONFIRMATION OF THE SPECIAL MEETING MINUTES 7 <sup>TH</sup> 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 <sup>TH</sup> JULY 2025 OGM.	16
21.2	CONFIRMATION OF THE CONFIDENTIAL SPECIAL MEETING MINUTES FROM THE 7 <sup>TH</sup> 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: 19<sup>th</sup> 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 19<sup>th</sup> 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:** 19<sup>th</sup> 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 19<sup>th</sup> August 2025.

Nil

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

**Date:** 19<sup>th</sup> 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:** 19<sup>th</sup> 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 19<sup>th</sup> 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 15<sup>TH</sup> JULY 2025 OGM.

**Date:** 19<sup>th</sup> August 2025

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

**Attachments:** [Unconfirmed Public Minutes 15<sup>th</sup> July 2025.](#)

#### PURPOSE

Minutes of the Ordinary General Meeting held on 15<sup>th</sup> 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 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**

### 10.2 CONFIRMATION OF THE SPECIAL MEETING MINUTES 7<sup>TH</sup> AUGUST 2025.

**Date:** 19<sup>th</sup> August 2025

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

**Attachments:** [Unconfirmed Public Minutes 7<sup>th</sup> August 2025.](#)

#### PURPOSE

Minutes of the Special Meeting held on 7<sup>th</sup> 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 7<sup>th</sup> 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

<b>Date:</b>	19 <sup>th</sup> August 2025
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachment:</b>	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 30<sup>th</sup> 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

<b>Date:</b>	19 <sup>th</sup> August 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- 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.

<b>Date:</b>	18 <sup>th</sup> August 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 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.

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

#### PURPOSE

To provide a summary of the financial position of Council for the period ending 31<sup>st</sup> 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:** 19<sup>th</sup> 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:** 19<sup>th</sup> 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<sup>th</sup> 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 15<sup>TH</sup> 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 7<sup>TH</sup> 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 16<sup>th</sup> September 2025 at 3:00pm.**

**25. CLOSURE OF MEETING.**

The meeting closed at 4:15pm.