



ANNEXURES

**Ordinary Council Meeting
Under Separate Cover
Wednesday, 8 October 2025**

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DRAFT MINUTES

**Donations Committee Meeting
Tuesday, 30 September 2025**

Donations Committee Meeting Minutes

30 September
2025

**DRAFT MINUTES OF COONAMBLE SHIRE COUNCIL
DONATIONS COMMITTEE MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON TUESDAY, 30 SEPTEMBER 2025 AT 9:00 AM**

PRESENT: Mayor Cr Daniel Keady, Cr Steven Butler, Cr Karen Churchill,
Bruce Quarmby – Director Corporate

IN ATTENDANCE: Mayor Cr Daniel Keady, Cr Steven Butler, Cr Karen Churchill,
Bruce Quarmby – Director Corporate

1 Opening Meeting

The Mayor opened the meeting at 9.00am.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Cr Steven Butler

Seconded: Cr Daniel Keady

That the apology from Phillip Perram, General Manager be noted and approved.

CARRIED

3 MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

Moved: Cr Steven Butler

Seconded: Cr Karen Churchill

That the minutes of the Donations Committee Meeting of the Coonamble Shire Council held on Friday, 29 August 2025 be confirmed as a correct record of the proceedings of the meeting.

CARRIED

4.0 GENERAL BUSINESS

4.1 DISCLOSURES OF CONFLICTS OF INTEREST

- Cr Karen Churchil and Cr Steven Butler, declared a Non-percuniary interest with the application for financial assistance from the Coonamble Neighbourhood Centre for the hosting of a luncheon for People with disabilities.

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Donations Committee Meeting Minutes

30 September
2025**4.2 APPLICATIONS FOR FINANCIAL ASSISTANCE UNDER COUNCIL'S DONATIONS POLICY****COMMITTEE RESOLUTION**

Moved: Cr Daniel Keady

Seconded: Cr Steven Butler

1. That Donations Committee receives and notes the information contained within applications for financial assistance report.
2. That Donations committee recommends Council provides the following financial assistance:

(a) Coonamble-Castlereagh Landcare	\$ 3,000.00
(b) Coonamble Neighbourhood Centre – Hosting of luncheon for people with disabilities	\$ 4,000.00
(c) Gulargambone Working Dogs	\$ 3,000.00
(d) St Barnabas Anglican Parish	\$ 2,000.00
(e) 2829 Gathering	\$ 1,000.00
(f) Coonamble Local Aboriginal Lands Council	\$ 1,000.00
	CARRIED

4 CONCLUSION OF THE MEETING

The Meeting closed at 9.30am.

The minutes of this meeting were confirmed at the Donations Committee held on .

.....
CHAIRPERSON

COUNCIL MEETING RESULTING ACTIONS

Meeting Date	Item Number	Subject	Resolution	Officer	Comments
14/06/2023	10.12	Management of Crown Reserve 96390 - Lot 244 DP44910	RESOLUTION 2023/109 Moved: Cr Pat Cullen Seconded: Cr Terence Lees - That Council notes the information contained within this report. - That Council resolves to formally request that the Department of Crown Lands formally appoint Coonamble Shire Council as the Crown Reserve Manager for the Reserve 96390. - That Council resolves that as the purpose for the Crown Reserve is for the provision of Emergency Services, that the Reserve is to be classified as Operational Land. - That following the appointment of Council as the Crown Reserve Manager for the Reserve 96390. That Council resolves to proceed with the compulsory acquisition of the Reserve 96390, being Lot 244 DP 44910 for the purpose of the provision of emergency services in accordance with sections 186 and 187 of the Local Government Act 1993 and in accordance with the Land Acquisition (Just Terms Compensation) Act 1991. - That Council makes an application to the Minister and the Governor for approval to acquire the land described as part Lot 244 by compulsory process under section 186(1) and 187 of the Local Government Act 1993 of provision of emergency services in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>. - That Council does not acquire the mineral rights over the land to be acquired. - That Council resolves that the land is to be classified as operational land in accordance with section 31 (2) of the <i>Local Government Act 1993</i>. - That Council resolves for the purposes of section 30 of the	Quarmby, Bruce	25 Aug 2023 11:52am Quarmby, Bruce Letter written to crown lands seeking appointment as crown reserve manager. Public works to be engaged to acquire the land 18 Mar 2024 8:02pm Quarmby, Bruce Council has been appointed Crown Land Manager , acquisition of land to proceed. 04 Jul 2024 9:25am Quarmby, Bruce NSW Public Works have been approached to handle the acquisition of the land 17 Jan 2025 10:20am Quarmby, Bruce Made follow up contact with Public works to progress the issue. 25 Apr 2025 9:46pm Quarmby, Bruce Following advice of staffing changes at the NSW Public Works, management have been in contact with NSW Public Works to restart/progress the required works. 03 Jun 2025 6:26pm Quarmby, Bruce Further contact has been made with the NSW Public Works. From these discussions the process has been restarted with Council staff following recommended course of action. For Council's information this action focuses on finalising the proposed road closures currently sitting with the NSW Public Works. 31 Aug 2025 11:18am Quarmby, Bruce Discussions remain ongoing with Public Works and Crown Lands.

			<i>Land Acquisition (Just Terms Compensation) Act 1991</i>, that Council agrees to the land being acquired for compensation, set at the market value of the land, as agreed by the General Manager and the Department of Planning, Industry and Environment – Crown Lands. 9. That Council resolves. a) to delegate to the General Manager or his delegate the power to do anything further as necessary to give effect to the compulsory acquisition including obtaining any necessary approvals and publishing any necessary notices in the Gazette. b) That authority be granted to the General Manager to affix the Common Seal of the Council to any documentation required to give effect to this resolution. <u>In Favour:</u> Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville <u>Against:</u> Nil CARRIED 9/0		
13/11/2024	11.3	Notice of Motion - Heritage Study 2008-2010 (Cr Churchill)	RESOLUTION 2024/268 Moved: Cr Karen Churchill Seconded: Cr Margaret Garnsey That: - Engages a suitably qualified consultant in line with Council's procurement processes to review the Coonamble Shire Community Based Heritage Study 2008-2010 with the aim of amending the Local Environmental Plan to reflect the recommendations of a contemporary Heritage Study. - Writes to the property owners regarding the recommended heritage status of their property based on the findings of the revised Heritage Study. - Notes that owners of historic buildings of State significance have an option to register their property with the State. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith and Ahmad Karanouh <u>Against:</u> Nil	Duncan, Lesley	28 Nov 2024 9:08am Broe, Barry - Target Date Revision Target date changed by Broe, Barry from 27 November 2024 to 05 November 2025 - This is subject to funding being allocated in the 25/26 budget, Grant application for \$25,000 has been submitted, as suggested at the December Council meeting 25 Mar 2025 4:56pm Broe, Barry We await the decision on our grant application 29 Jul 2025 4:50pm Duncan, Lesley The Heritage Grant application was successful. 25 Aug 2025 3:02pm Duncan, Lesley Request for quotations have been sent out and close on 5 September 2025. 30 Sep 2025 11:26am Tatton, Deborah - Reallocation

			CARRIED 8/0		Action reassigned to Duncan, Lesley by Tatton, Deborah - Acting Director
11/12/2024	11.4	Notice of Motion - Untidy House Blocks within the village of Quambone	RESOLUTION 2024/296 Moved: Cr Margaret Garnsey Seconded: Cr Phillipa Goldsmith - That Council resolves to request the General Manager to give higher priority to the cleaning up of untidy properties across the Local Government area. - That priority areas and properties be addressed in the first half of 2025, with Quambone a priority within the overall program. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith and Paul Wheelhouse <u>Against:</u> Nil <u>Absent:</u> Cr Ahmad Karanouh CARRIED 8/0	Duncan, Lesley	04 Feb 2025 12:24pm Broe, Barry - Target Date Revision Target date changed by Broe, Barry from 25 December 2024 to 30 June 2025 - The target date in the resolution to complete this is by the end of the first half of 2025 04 Feb 2025 12:25pm Broe, Barry - Email Action Item - Notice of Motion - Untidy House Blocks within the village of Quambone 04 Feb 2025 1:28pm Broe, Barry An audit of Quambone properties has been done and letters will be sent to relevant property owners in accordance with Local Order No 21 06 May 2025 11:29am Broe, Barry 10 properties have received letters, 2 have responded and 1 block has been tidied up 30 Sep 2025 11:26am Tatton, Deborah - Reallocation Action reassigned to Duncan, Lesley by Tatton, Deborah - Acting Director
15/05/2025	10.1	Notice of Motion - Water and Sewer	RESOLUTION 2025/110 Moved: Deputy Mayor Steven Butler Seconded: Cr Paul Wheelhouse That Council: - Undertake the process for the water and sewerage infrastructure asset revaluation and condition rating through 2025 / 26 financial year in accordance with industry best practice and financial reporting for water and sewerage. - Note that the process takes 12 months to undertake the revaluation and condition rating and will be required for the 2025 / 26 financial audit and reporting. - Note that the revaluation is based on a sample of the assets across various conditions and not the entire network due the cost.	Quarmby, Bruce	03 Jun 2025 1:14pm Colwell, Marina - Reallocation Action reassigned to Murphy, Kerrie by Colwell, Marina - Assigned to Director for Update 05 Jun 2025 10:47am Murphy, Kerrie Quotations are being sought for the revaluation of the water and sewer assets. Manager Utilities is not available to attend the June Meeting. A draft presentation has been prepared and will be finalised upon the Manager's return to work. The Acting General Manager is working with the Mayor to co-ordinate the timing of the presentation. 29 Jun 2025 6:58pm Murphy, Kerrie

			4. Hold a workshop once the revaluation and condition assessment process are completed. 5. Request the General Manager to give approval for the Manager Water and Sewer to attend the June Ordinary Meeting to be available to answer any questions and give any updates. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0		Quotations are being sought for the revaluation of the water and sewer assets. A draft presentation has been prepared and will be finalised upon the Manager's return to work. The Interim General Manager is working with the Mayor to co-ordinate the timing of the presentation. 29 Jul 2025 10:25am Colwell, Marina - Reallocation Action reassigned to Quarmby, Bruce by Colwell, Marina - for budget comments 29 Jul 2025 10:26am Colwell, Marina - Reallocation Action reassigned to Quarmby, Bruce by Colwell, Marina - For budget comment 31 Aug 2025 11:20am Quarmby, Bruce In line with Council's procurement policy , additional quotes are being sought for the valuation of Water and Sewer Assets. Works are continuing on the revision of the asset management plans for these classes
15/05/2025	10.2	Notice of Motion - Tooraweenah Road	RESOLUTION 2025/111 Moved: Deputy Mayor Steven Butler Seconded: Cr Paul Wheelhouse That Council: 1. Receives a briefing in June from the Project Manager consultant (Projence) engaged by Council on the project delivery plan which will include but not limited to: a) Methodology b) Procurement c) Project budget and forecasts d) Key risk 2. Receives a briefing from the ecologist in June regarding the REF to discuss the threatened Ecological Communities (Weeping Myall Woodlands, hollow bearing trees, blaze trees, large and old trees that have historical significance and scarred trees across the project site. 3. Receives a bi-monthly workshop to be conducted with council by the Project Manager (Projence) and relevant expert as	Murphy, Kerrie	03 Jun 2025 1:16pm Colwell, Marina - Reallocation Action reassigned to Murphy, Kerrie by Colwell, Marina - Assigned to Director for Update 05 Jun 2025 10:46am Murphy, Kerrie Workshop to be held with Councillors on 11 June 2025, which will involve presentations by Project Manager (Projence) and Business Principal of Access Environmental (Accredited Biodiversity Assessor). 25 Jun 2025 11:16am Murphy, Kerrie Items 1, 2 and 4 complete. 03 Sep 2025 8:45am Murphy, Kerrie Councillor Workshop held 13 August 2025. 17 Sep 2025 8:56am Murphy, Kerrie Items 3 and 5 on hold pending resolution 2025/236 from the September meeting.

			required (eg: ecologist) for a briefing on the progress of the project. 4. Continues to receive a monthly progress report on the Tooraweenah Road project. 5. The report from the Project Manager consultant (Projence) be presented to ARIC with respect to managing the risks associated with the project. 6. The Gateway reviews be considered as part of each stage of the project. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0		
15/05/2025	10.3	Notice of Motion - Quarry	RESOLUTION 2025/112 Moved: Deputy Mayor Steven Butler Seconded: Cr Paul Fisher That Council seeks an independent report from a suitable qualified consultant with quarry experience on the future operation of the Quarry that includes: a) Develop an operating management plan for operation of the complex, life expectancy of material, plant requirement, investment costs, overall performance and key risks. b) The brief to include analysis of the options for the site to be operated by Council run or privately operated, or a combination of both. c) The brief to include consideration and benefits of fixed plant v's mobile plant. d) A workshop to be conducted with council once the report is received. e) Note that the quarry committee will convene late May. f) That staff obtain costings / viability and availability of Council purchasing a Mobile Crushing plant. g) That Council receive a status update on management actions taken to address the regulators improvement notices and future planned engagements.	Murphy, Kerrie	03 Jun 2025 1:15pm Colwell, Marina - Reallocation Action reassigned to Murphy, Kerrie by Colwell, Marina - Assigned to Director for Update 05 Jun 2025 11:47am Murphy, Kerrie Quarry Committee met on 28 May 2025 and discussed the scope of works required to being undertaken by the suitably qualified consultant. Once this scope is drafted, a further meeting of the Committee will be held to finalise to enable it to be taken to the market., A report regarding the management actions taken to address the Regulators will be tabled at the July 2025 Council meeting. 25 Jun 2025 11:20am Murphy, Kerrie

			<u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Cr Paul Fisher CARRIED 8/1		Items (a), (b), (c) and (d) to be incorporated into Scope of Works for suitably qualified consultant which is still being finalised. Item (e) is complete. Item (f) to be incorporated into item (c) of the scope of works as per Quarry Committee Minutes from meeting held on 28 May 2025 that were adopted at Council's 18 June, 2025 meeting. Due to the close proximity of meetings, the report regarding the management actions taken to address the Regulators will be tabled at the August Council meeting. 03 Sep 2025 8:46am Murphy, Kerrie Council received a status update on management actions taken to address the Regulators improvement notices and future engagements in email with "This Week" dated 1 August 2025. 17 Sep 2025 8:59am Murphy, Kerrie Items (a), (b), (c) and (d) are incorporated into Scope of Works for suitably qualified consultant which has been finalised and is currently advertised for quotations. Item (e) is complete. Item (f) to be incorporated into item (c) of the scope of works as per Quarry Committee Minutes from meeting held on 28 May 2025 that were adopted at Council's 18 June, 2025 meeting. Council received a status update on management actions taken to address the Regulators improvement notices and future engagements in email with "This Week" dated 1 August 2025.
15/05/2025	10.4	Notice of Motion - Emergency Coonamble Airport Procedures	RESOLUTION 2025/113 Moved: Cr Margaret Garnsey Seconded: Cr Paul Wheelhouse That Council: 1. Conducts a risk assessment in consultation with the Royal Flying Doctor Service, NSW Air Ambulance and the Civil Aviation Safety Authority on night-time emergency medical evacuations from the Coonamble Aerodrome. 2. Engages with National Parks and Wildlife Service to manage the kangaroo population adjacent to the Coonamble Aerodrome.	Murphy, Kerrie	03 Jun 2025 1:16pm Colwell, Marina - Reallocation Action reassigned to Bell, Mick by Colwell, Marina - Assigned to Director for Update 03 Jun 2025 1:19pm Colwell, Marina - Reallocation Action reassigned to Murphy, Kerrie by Colwell, Marina - Assigned to Director for Update 05 Jun 2025 1:45pm Murphy, Kerrie

			3. Continue to investigate grant funding opportunities for fencing the perimeter of the Coonamble Aerodrome. 4. Receives a report to the June Ordinary Meeting outlining the scope of works, design and compliance requirements for a new exclusion / security fence at the Coonamble aerodrome. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Cr Phillipa Goldsmith on point 4 of the recommendation CARRIED 8/1		Contact has been made with RFDS, NSW Air Ambulance and CASA regarding a joint risk assessment. A response is yet to be received. Options on kangaroo control are currently being discussed with Environment and Heritage. CASA has also been contacted regarding the animal exclusion fence, with discussions still underway regarding the compliance requirements. A further report will be provided to Council when this information is to hand. 29 Jun 2025 6:55pm Murphy, Kerrie Advice has been received from Senior Base Pilot of NSW Ambulance regarding their risk assessment process. Communications are ongoing., Advice has also been received regarding impact of raising height of fence on OLS - see Infrastructure Progress Report for additional information. 03 Sep 2025 8:52am Murphy, Kerrie Quotations for exclusion fence materials are being sought. Once this quotation process is finalised, quotations for erection of fencing will be sought so that fencing can be erected soon thereafter. 17 Sep 2025 9:00am Murphy, Kerrie Fencing materials for animal exclusion fence have been purchased. Currently seeking quotations for the installation of the fence. Further discussions with additional pilots have taken place wherein they have reiterated previous advice that weather is the main reason that landing does not take place at Coonamble airstrip.
15/05/2025	10.10	Regional Art Trail	RESOLUTION 2025/119 Moved: Cr Margaret Garnsey Seconded: Cr Paul Fisher - That Council receives and notes the status of the Regional Art Trail project. - That Council appoints Mr Mat Boney, Ms Nina Sands, Ms Jamie-Lea Trindall and Uncle Sooty Welsh to the Public Art advisory panel.	Duncan, Lesley	03 Jun 2025 11:43am Colwell, Marina - Reallocation Action reassigned to Levick, David by Colwell, Marina - Director B Broe on leave 27 Jun 2025 9:31am Levick, David

			3. That Council seeks expressions of interest for suitably qualified and interested community members to join the Public Art advisory panel. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil <u>Abstained:</u> Cr Margaret Garnsey CARRIED 8/0		Expressions of Interest to serve on the Public Advisory Art Panel advertised in the Coonamble Times in June 2025 and on Council's Facebook page. Expressions of Interest accepted until 3 July 2025. 30 Sep 2025 11:27am Tatton, Deborah Reallocation Action reassigned to Duncan, Lesley by Tatton, Deborah - Position Vacant revert to Acting Director								
15/05/2025	10.12	Planning, Regulatory & Compliance Progress Report	RESOLUTION 2025/121 Moved: Cr Paul Wheelhouse Seconded: Deputy Mayor Steven Butler 1. That the Planning, Regulatory and Compliance Progress Report for May be received and noted. 2. That Council resolve to request the acting General Manager to undertake the necessary actions to make safe and operational loading ramp 5 at the Coonamble Saleyards. CARRIED	Abrahall, Louise									
15/05/2025	10.13	DA004/2025 - Yarran Street Subdivision	RESOLUTION 2025/122 Moved: Cr Margaret Garnsey Seconded: Cr Adam Cohen That Council approves DA004/2025 for the Yarran Street subdivision of two (2) lots into twenty (20) lots in two (2) stages, on Lot 85 DP 3693 and Lot 87 DP 3693, being 70 and 78 Yarran Street, Coonamble, subject to the following conditions: PART A – ADMINISTRATIVE CONDITIONS General 1) The development must be carried out in accordance with the following plans and documentation listed below and as endorsed by Council, except where amended by other conditions of this development consent: <table><tr><td>Plan No</td><td>Issue</td><td>Prepared by</td><td>Date</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Plan No	Issue	Prepared by	Date					Abrahall, Louise	
Plan No	Issue	Prepared by	Date										

Plan of Subdivision - Sheet 001	1	RAP Surveying	8/6/2024		
Plan of Subdivision – Sheet 002	1	RAP Surveying	10/4/2024		
Plan of Subdivision – Sheet 003	1	RAP Surveying	10/4/2024		
Staging Plan					
Notes: ☐ Any material alteration to the plans and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Environmental Planning and Assessment Act 1979, or a new development application. No works other than those approved under this consent, shall be carried out without the prior approval of Council. ☐ Where there is an inconsistency between the documents lodged with this application and the following conditions, the conditions shall prevail to the extent of that inconsistency. Erection of signs 2) A sign must be erected in a prominent position on any site on which subdivision work is being carried out: a) Showing the name, address and telephone number of the principal certifying authority for the work, and b) Showing the name of the principal contract (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and c) Stating that unauthorised entry to the work site is prohibited. Any such sign is to be maintained while the subdivision work is being carried out but must be removed when the work has been completed. PART B – REQUIREMENTS BEFORE COMMENCEMENT OF ANY WORK					

			Before You Dig Australia 3) Prior to carrying out any works, an enquiry shall be undertaken with Before You Dig Australia for any relevant infrastructure plans. Traffic and Pedestrian Management Plan 4) The applicant is to prepare and implement a Traffic Management Plan that provides necessary direction to traffic or pedestrian movement through or past the work site. The Traffic Management Plan is to be prepared by a suitably qualified person in accordance with the provisions of the relevant Australian Standards and is to be submitted to Council for approval PRIOR to its implementation. Soil and Water Management Plan 5) The developer is to submit a Soil and Water Management Plan for the site. No building, engineering, or excavation work, or topsoil stripping or vegetation removal, is to be carried out in relation to this development until such time as the plan has been approved by Council and the measures detailed in the plan are in place prior to works commencing. The measures detailed in the plan are to remain in place until all landscaping is completed. PART C – REQUIREMENTS BEFORE THE ISSUE OF A SUBDIVISION WORKS CERTIFICATE Subdivision Works Certificate 6) The applicant is to obtain a Subdivision Works Certificate for each stage of the development. Engineering Plans 7) The applicant is required to submit engineering plans and specifications relating to each stage of the development in relation to conditions 5, 9, 10 and 13. 8) The electrical detail design is to demonstrate compliance with NSW Planning publication: <i>Dark Sky Planning Guideline</i>. PART D – REQUIREMENTS DURING WORKS		
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		Engineering Inspections 9) The applicant is to arrange an inspection of the development/subdivision works by Council's Infrastructure Services Department, at the following stages of the development. This condition applies notwithstanding any private certification of the engineering works. <table><tr><td colspan="3"></td></tr><tr><td>A</td><td>Road Construction</td><td> ☐ Following site regrading, and prior to installation of footway services ☐ Excavation and trimming of subgrade ☐ After compaction of sub-base ☐ After compaction of base, and prior to sealing ☐ Establishment of line and level for kerb and gutter placement ☐ Subsoil drainage ☐ Road pavement surfacing ☐ Pavement test results (compaction, strength) </td></tr><tr><td>B</td><td>Drainage</td><td> ☐ After laying of pipes and prior to backfill ☐ Pits after rendering openings and installation of step irons </td></tr><tr><td>C</td><td>Erosion and Sedimentation Control</td><td> ☐ Prior to installation of erosion measures </td></tr><tr><td>D</td><td>All Development and/or Subdivision Works</td><td> ☐ Practical completion </td></tr><tr><td>E</td><td>Road Openings</td><td> ☐ Upon completion of works. </td></tr></table> Design New Road to Engineering Standard 10) The proposed new road in Stage 2 of the development is to be designed in accordance with the requirements of <i>Coonamble Shire Council</i>.				A	Road Construction	☐ Following site regrading, and prior to installation of footway services ☐ Excavation and trimming of subgrade ☐ After compaction of sub-base ☐ After compaction of base, and prior to sealing ☐ Establishment of line and level for kerb and gutter placement ☐ Subsoil drainage ☐ Road pavement surfacing ☐ Pavement test results (compaction, strength)	B	Drainage	☐ After laying of pipes and prior to backfill ☐ Pits after rendering openings and installation of step irons	C	Erosion and Sedimentation Control	☐ Prior to installation of erosion measures	D	All Development and/or Subdivision Works	☐ Practical completion	E	Road Openings	☐ Upon completion of works.		
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E	Road Openings	☐ Upon completion of works.																				

			Construct Road Shoulder, Kerb and Gutter 11) The road shoulder along the Yarran and Reid Street (proposed lots 7 and 20), and lots 13 - 19) frontages are to be constructed and sealed, and the barrier kerbing and guttering is to be constructed, to include the provision of street drainage where necessary for the full frontage of Stage One works. 12) The road shoulder along the Reid Street (proposed lot 6) is to be constructed and sealed, and the barrier kerbing and guttering is to be constructed, to include the provision of street drainage where necessary for the full frontage of Stage Two works. Site Management 13) The site shall be managed so that: a) No additional filling shall be placed on the land which may impede the flow of flood waters, b) Any clearing or drainage activities shall not alter the drainage patterns across the site c) No landscaping or similar type structures shall be installed which will inhibit the flow of flood waters d) Any plant or goods stored upon the site shall be stored in a manner which will not allow pollution of flood waters e) All actions shall be taken upon the site which will minimise the effect of the property upon the flood waters. Reticulation – Subdivision 14) The construction of water and sewer reticulation is to take place to service each residential lot and, where required the open space lot. Easement for Sewer 15) The final plan of survey is to show an easement for sewer over all lots affected and in favour of Council. The easement is to be a minimum of 3 metres wide. Environmental Site Management 16) There is to be no burning of waste material, felled trees or other material on the site.		
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		Erosion and Sedimentation Control 17) Erosion and sediment control measures are to be established prior to commencement of construction for each stage of the development and maintained to prevent silt and sediment escaping the site or producing erosion. This work must be carried out and maintained in accordance with the Dept Housing – Soil and Water Management for Urban Development (The Blue Book). <i>Note: All erosion and sediment control measures must be in place prior to earthworks commencing.</i> Approved Hours of Construction 18) Construction work may only be undertaken in accordance with the provisions of the Environmental Protection Authority – Draft Construction Noise Guideline as identified below: <table><tr><td colspan="2"></td></tr><tr><td>Monday to Friday</td><td>0700 to 1800</td></tr><tr><td>Saturday</td><td>0800 to 1300</td></tr><tr><td>Sunday or Public Holiday</td><td>No Work</td></tr></table> Dust Suppression 19) The applicant will ensure that all machinery and traffic movement areas are continually watered down when in use in order to prevent raised dust from becoming a nuisance to neighbouring properties. Waste 20) All waste associated with the construction works is to be appropriately collected, stored and disposed of at an approve waste facility. PART E – REQUIREMENTS PRIOR TO ISSUE OF SUBDIVISON CERTIFICATE Subdivision Certificate Required 21) A Subdivision Certificate, pursuant to section 6.3 of the <i>Environmental Planning and Assessment Act 1979</i>, as amended must be obtained from Council for each stage of			Monday to Friday	0700 to 1800	Saturday	0800 to 1300	Sunday or Public Holiday	No Work	
Monday to Friday	0700 to 1800										
Saturday	0800 to 1300										
Sunday or Public Holiday	No Work										

			the development, prior to its lodgement with Land Registry Services. The Final Plan of Survey must be submitted to Council via the NSW Planning Portal. <i>Note: Council will only consider issuing a Subdivision Certificate in relation to this subdivision when it is satisfied that all conditions of development consent relevant to each stage have been complied with.</i> The development (each lot) shall be serviced with electricity, water and telecommunications and prior to the issue of a subdivision certificate the following documents shall be submitted to Council to demonstrate that the requirements of the public utility services have been met: a) Essential Energy: Notification of Arrangement OR Certificate of Acceptance b) Relevant Communications Authority: Notification of Arrangement OR Certificate of Acceptance Electrical and Telecommunication Authorities – Subdivision 22) The developer is to furnish Council with documentary evidence that arrangements have been made, satisfactory to the appropriate electrical authority and the appropriate telecommunications authority, for the provision of street lighting and/or for the provision of electrical power and/or telephone lines, respectively, to serve each lot. Works As Executed Plan 23) The applicant is to submit to Council an electronic copy of the works as executed plan for works for each stage of the subdivision. The plans are to be in .DWG format. <i>Note: The provision of a table of works as executed plan which details: the distance from the centre of the downstream manhole/pit to each sideline, house connection, and dead end; the depths to invert; and the length of such sidelines.</i> <i>Note: The provision of information on the works as executed plans which details: road levels, road crossfalls and longitudinal grades.</i> Creation of Easements		
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			24) The development will require the creation of an easement under Section 88B of the <i>Conveyancing Act 1919</i>: a) Stage 1: For drainage of sewage through proposed Lots 7, 14, 15, 16, 17, 18, 19 & 20. b) Stage 2: For drainage of sewage through proposed Lots 2, 3, 4, 5 & 6. Access 25) Designated access/egress driveways are required to be installed to service all proposed allotments prior to the release of the relevant subdivision certificate for each stage. All access/egress driveways shall be a minimum of 6 metres wide and constructed as concrete vehicular access. The driveways shall be constructed to the satisfaction of Council for the life of the development and must be constructed in accordance with Council requirements. Reasons for Conditions: Development Application No: 031/2024 was assessed using current procedures developed by the Coonamble Shire Council and other resource information. This includes: ☐ The requirements of Section 4.15 of the <i>Environmental Planning and Assessment Act 1979</i> which states: <i>Section 4.15 Matters for consideration – general</i> <i>In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:</i> (a) <i>the provisions of:</i> (i) <i>any environmental planning instrument, and</i> (ii) <i>any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority, and</i> (iii) <i>any development control plan, and</i> (iv) <i>any matters prescribed by the regulations that apply to the land to which the development application relates</i> (b) <i>the likely impacts of that development, including environmental impacts on both the natural and built</i>	
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			<i>environments and social and economic impacts in the locality,</i> (c) <i>the suitability of the site for the development,</i> (d) <i>any submissions made in accordance with this Act or the regulations,</i> (e) <i>the public interest.</i> ☐ The requirements of the Coonamble Local Environmental Plan 2011. ☐ Field inspection and liaison between officers of the Coonamble Shire Council. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith and Ahmad Karanouh <u>Against:</u> Nil CARRIED 8/0		
15/05/2025	10.15	Youth Accommodation Project	RESOLUTION 2025/124 Moved: Cr Paul Fisher Seconded: Cr Margaret Garnsey That Council: 1. Receives and notes the status of the youth accommodation project. 2. Request the operating plan and funding implications be brought back to Council at the June meeting. CARRIED	Duncan, Lesley	30 Sep 2025 11:25am Tatton, Deborah - Reallocation Action reassigned to Duncan, Lesley by Tatton, Deborah - Acting Director
15/05/2025	10.16	Bore Bath Project	Resolution 2025/125 Moved: Cr Ahmad Karanouh Seconded: Cr Adam Cohen That Council: 1. Notes the status of the Bore Bath Project and the work already done to get the project progressing on the new site. 2. Notes the grant variation request submitted. <u>Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Ahmad Karanouh and Paul Wheelhouse	Duncan, Lesley	30 Sep 2025 11:25am Tatton, Deborah - Reallocation Action reassigned to Duncan, Lesley by Tatton, Deborah - Acting Director

			<u>Against:</u> Cr Phillipa Goldsmith CARRIED 7/1		
9/07/2025	10.3	Notice of Motion - 2025/26 Quambone and Gulargambone Transfer Station Operational Hours	RESOLUTION 2025/186 Moved: Cr Margaret Garnsey Seconded: Cr Paul Wheelhouse That Council: 1. Reinstate the Gulargambone and Quambone 2024/25 waste transfer station service levels until 31 December 2025. 2. Fund the provision of these services by transferring \$7,000 from the Bulk Waste Kerbside Budget. 3. Place on public exhibition a clear and concise explanation of the proposed Gulargambone and Quambone Transfer Stations reduced hours and report back to Council in September. <u>Against:</u> Nil <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey and Paul Wheelhouse <u>Against:</u> Cr Phillipa Goldsmith CARRIED 7/1	Duncan, Lesley	15 Jul 2025 4:52pm Colwell, Marina - Target Date Revision Target date changed by Colwell, Marina from 23 July 2025 to 10 September 2025 - Additional report to Council at the September ordinary meeting 29 Jul 2025 4:07pm Colwell, Marina - Reallocation Action reassigned to Duncan, Lesley by Colwell, Marina - For your action
13/08/2025	2.1	Request to be Crown Land Manager - Bore Bath Project	RESOLUTION 2025/206 Moved: Cr Karen Churchill Seconded: Cr Ahmad Karanouh That Council: 1. Request written confirmation from the Coonamble Racecourse and Recreation Land Manager they relinquish management over the identified project site of Reserve 520089. 2. Council applies to be appointed as the Crown Land Manager for the identified project site of Reserve 5820089. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 8/0	Duncan, Lesley	

13/08/2025	10.7	Proposed Road Assets Hierarchy Report	RESOLUTION 2025/220 Moved: Cr Phillipa Goldsmith Seconded: Deputy Mayor Steven Butler That Council - Place the draft road hierarchy on public exhibition for a period of 28 days for the purpose of inviting submissions from the community and if any submissions are received, a report be prepared for Councils further consideration and adoption of the road hierarchy (with or without change) - Adopt the road hierarchy without any changes, if no submissions are received. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0	Lloyd, Stuart	
13/08/2025	10.10	Planning, Regulatory & Compliance Progress Report	RESOLUTION 2025/223 Moved: Deputy Mayor Steven Butler Seconded: Cr Paul Fisher That the Planning, Regulatory and Compliance Progress Report for July be received and noted. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0	Abrahall, Louise	
10/09/2025	6.5	Draft Code of Meeting Practice	RESOLUTION 2025/237 Moved: Cr Ahmad Karanouh Seconded: Cr Karen Churchill That Council: - Note the preparation of a draft Code of Meeting Practice incorporating the mandatory provisions of the NSW Office of Local Government's 2025 Model Code of Meeting Practice. - Endorse the public exhibition of the draft Code of Meeting Practice for a period of 28 days, with a 42-day period for	Maundrell, Jenni	25 Sep 2025 11:43am Maundrell, Jenni Draft Code of Meeting Practice placed on public exhibition.

			public submissions, in accordance with section 361 of the <i>Local Government Act 1993</i>. 3. In the event that no submissions are received during the exhibition period, adopts the draft Code of Meeting Practice. 4. Request the General Manager to prepare a protocol for public forum. 5. Note with concern the significant mandatory changes to the Code of Meeting Practice that do not appear to promote good governance. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0		
10/09/2025	9.8	Coonamble Youth Empowerment Program Request	RESOLUTION 2025/240 Moved: Cr Ahmad Karanouh Seconded: Cr Margaret Garnsey That Council: 1. Thank Edraak – Insight's for their submission. 2. Advise that Council's contribution would be limited to \$25,000 for camps if the Program is able to be continued. <u>In Favour:</u> Crs Daniel Keady, Adam Cohen, Paul Fisher, Phillipa Goldsmith and Ahmad Karanouh <u>Against:</u> Crs Steven Butler, Karen Churchill, Margaret Garnsey and Paul Wheelhouse CARRIED 5/4	Duncan, Lesley	15 Sep 2025 9:47am Colwell, Marina - Reallocation Action reassigned to Duncan, Lesley by Colwell, Marina - Transfer report
10/09/2025	10.9	Proposed Grant Policy	RESOLUTION 2025/241 Moved: Cr Adam Cohen Seconded: Cr Margaret Garnsey 1. That Council place the draft Grant Policy on public exhibition for a period of 28 days for the purpose of inviting submissions from the community. 2. That a further report be presented to Council, with all submissions received, for Council's further consideration and adoption of the Grant Policy (with or without changes).	Duncan, Lesley	30 Sep 2025 11:27am Tatton, Deborah - Reallocation Action reassigned to Duncan, Lesley by Tatton, Deborah - Position Vacant revert to Acting Director

			3. That, in the event of no submissions being received within the public exhibition and comment period, Council formally adopt the Grant Policy, without any changes, as a policy of Council. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0		
10/09/2025	11.10	Proposed Business Activation Policy and Procedure	RESOLUTION 2025/242 Moved: Cr Phillipa Goldsmith Seconded: Cr Paul Wheelhouse 1. That Council place the draft Business Activation Policy on public exhibition for a period of 28 days for the purpose of inviting submissions from the community. 2. That a further report be presented to Council, with all submissions received, for Council's further consideration and adoption of the Business Activation Policy (with or without changes). 3. That, in the event of no submissions being received within the public exhibition and comment period, Council formally adopt the Business Activation Policy, without any changes, as a policy of Council. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0	Duncan, Lesley	30 Sep 2025 11:27am Tatton, Deborah - Reallocation Action reassigned to Duncan, Lesley by Tatton, Deborah - Position Vacant revert to Acting Director
10/09/2025	14.13	Statement of Business Ethics	RESOLUTION 2025/245 Moved: Cr Phillipa Goldsmith Seconded: Cr Karen Churchill That Council 1. Note the report. 2. Place the draft Statement of Business Ethics on public exhibition for a period of 28 days for the purpose of inviting	Tatton, Deborah	26 Sep 2025 9:16am Tatton, Deborah Remains on public exhibition. Will go to November meeting

			submissions from the community and prepare a further report to Council if any submissions are received. 3. If no submissions are received, adopt the Statement of Business Ethics of Council as tabled. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0		
12/02/2025	11.2	Notice of Motion - Incentive to Ratepayers for Maintaining Public Footpaths - Cr P Wheelhouse	RESOLUTION 2025/28 Moved: Cr Paul Wheelhouse Seconded: Cr Karen Churchill That Council notes the information provided and seeks a further report following investigation into the options available to achieve the outcome of better maintaining public footpaths. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0	Quarmby, Bruce	04 Mar 2025 7:52pm Quarmby, Bruce Initial investigations have commenced into similar policies / programs being offered by Council's to achieve this goal 26 Mar 2025 10:44am Quarmby, Bruce Progress in enacting this resolution has been temporarily delayed due lack of availability of key staff. 03 Jun 2025 6:25pm Quarmby, Bruce Investigations remain ongoing. 31 Aug 2025 11:19am Quarmby, Bruce Investigations have yet to identify an appropriate incentive.
12/03/2025	10.13	Signage Update	RESOLUTION 2025/58 Moved: Cr Phillipa Goldsmith Seconded: Cr Margaret Garnsey That Council: 1. Receives and notes the information in the signage update report. 2. Rationalise and remove redundant signage across the Local Government Area. 3. Commission a wayfinding and interpretation audit and develop a package to optimise active travel and tourism opportunities, as identified by the Coonamble Shire Masterplan, to be funded in the 2025-26 budget. 4. Continue in the interim to improve the Shire Local boundary signs and clean up the town entry signs.	Duncan, Lesley	30 Sep 2025 11:26am Tatton, Deborah - Reallocation Action reassigned to Duncan, Lesley by Tatton, Deborah - Acting Director

			<u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 8/0 At 11:02am, Cr Paul Fisher left the meeting. At 11:04am, Cr Paul Fisher returned to the meeting prior to voting on item 10.13		
9/04/2025	10.6	Bore Bath Project	RESOLUTION 2025/86 Moved: Cr Ahmad Karanouh Seconded: Deputy Mayor Steven Butler That Council: - Notes the status of the Bore Bath Project. - Notes the project plan. - Notes the work already done to get the project progressing on the new site. - Approves the continuation of the process to become Crown Land Managers and seek an interim tenure licence. - Approves the process to submit an application to acquire the land. - Notes the intention to submit a grant variation to the grant body and its scope. - Notes that a further report will be provided on the strategic opportunities available and potential disposal of the land owned by council on River Road. - Forms a Bore Bath Committee at the next project workshop comprising of three councillors to work with Council staff on the project moving forward. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 8/0	Duncan, Lesley	06 May 2025 12:13pm Broe, Barry 1-6 dne or ongoing. 7 & 8 yet to be done 25 Aug 2025 4:12pm Duncan, Lesley Items 1, 2, 3, 6 & 7 are for noting only. Items 4 and 5 are ongoing. 30 Sep 2025 11:26am Tatton, Deborah - Reallocation Action reassigned to Duncan, Lesley by Tatton, Deborah - Acting Director

9/04/2025	10.13	Coonamble Shire Masterplan	RESOLUTION 2025/93 Moved: Cr Ahmad Karanouh Seconded: Cr Karen Churchill 1. That a further workshop be held to allow Council to review all the actions in the Coonamble Shire Masterplan and decide on which actions should remain a priority. 2. That the agreed priority actions of the Coonamble Shire Masterplan be incorporated into the draft Delivery Program 2025-2028. 3. That the draft Operational Plans and Budgets for FY25-26, FY26-27 and FY27-28 include funding for the development of business plans and costings for priority actions of the Delivery Program 2025-2028. 4. That Council pursues grant funding for preparation of business plans and costings for significant priority actions of the Coonamble Shire Masterplan. These priorities will be recommended to Council in a further report for approval. <u>In Favour:</u> Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse <u>Against:</u> Nil CARRIED 9/0	Duncan, Lesley	30 Sep 2025 11:25am Tatton, Deborah - Reallocation Action reassigned to Duncan, Lesley by Tatton, Deborah - Acting Director
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COMPLETED ACTIONS REPORT				
Reports	Division: Committee: Officer:	Council	Printed: 30 September 2025 2:47 PM Date From: Date To:	
Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Duncan, Lesley	Planning, Regulatory & Compliance Progress Report	9/24/2025
Notes 30 Sep 2025 11:31am Tatton, Deborah - Completion Completed by Tatton, Deborah on behalf of Duncan, Lesley (action officer) on 30 September 2025 at 11:31:53 AM - Information Report only. Completed per instructions from MANEX B meeting				
Meeting	Date	Officer	Title	Target
Council 6/18/2025	18/06/2025	Maundrell, Jenni	Pecuniary Interest Returns	7/2/2025
Notes 23 Jun 2025 2:21pm Maundrell, Jenni Forms distributed to all councillors and designated persons, noting returns are due by 30 September 2025. 15 Sep 2025 4:23pm Maundrell, Jenni - Completion Completed by Maundrell, Jenni (action officer) on 15 September 2025 at 4:23:07 PM - All forms distributed, and Councillors notified of submission deadline.				
Meeting	Date	Officer	Title	Target
Council 7/9/2025	9/07/2025	Maundrell, Jenni	Agency Information Guide	7/23/2025
Notes 30 Jul 2025 9:59am Maundrell, Jenni Council meeting times and locations updated. Awaiting feedback from IPC before finalising. 25 Sep 2025 11:28am Maundrell, Jenni - Completion Completed by Maundrell, Jenni (action officer) on 25 September 2025 at 11:28:52 AM - Updated draft to October 2025 Council meeting for adoption.				
Meeting	Date	Officer	Title	Target
Council 7/9/2025	9/07/2025	Tatton, Deborah	Review of Records Management Policy	7/23/2025
Notes 23 Sep 2025 8:14pm Quarmby, Bruce - Completion Completed by Quarmby, Bruce on behalf of Tatton, Deborah (action officer) on 23 September 2025 at 8:14:45 PM - Policy adopted.				
Meeting	Date	Officer	Title	Target
Council 7/9/2025	9/07/2025	Tatton, Deborah	Review of Debt Recovery Policy	7/23/2025
Notes 26 Sep 2025 9:11am Tatton, Deborah - Completion Completed by Tatton, Deborah (action officer) on 26 September 2025 at 9:11:49 AM - adopted and uploaded to website				
Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Maundrell, Jenni	Nominations for and Election of a Deputy Mayor 2025-2026	9/24/2025
Notes 15 Sep 2025 4:23pm Maundrell, Jenni - Completion Completed by Maundrell, Jenni (action officer) on 15 September 2025 at 4:23:21 PM - No further action required				
Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Colwell, Marina	Fixing of Dates for Council Meetings for the 2025/2026 Mayoral Term	9/24/2025
Notes 15 Sep 2025 8:52am Colwell, Marina - Completion Completed by Colwell, Marina (action officer) on 15 September 2025 at 8:52:41 AM - Report presented to Council in September 25 - no further action required				
Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Perram, Phillip	Achievements September 2024 to August 2025	9/24/2025
Notes 16 Sep 2025 5:33pm Gallagher, Paul - Completion				

COMPLETED ACTIONS REPORT			
Reports	Division:	Council	
	Committee:		
	Officer:		
			Printed: 30 September 2025 2:47 PM
			Date From:
			Date To:

Meeting	Date	Officer	Title	Target
Completed by Gallagher, Paul on behalf of Perram, Phillip (action officer) on 16 September 2025 at 5:33:01 PM - This report is for notation only. The achievements have been added to the website as well as summarised for the newsletter with the rate notices. They are also being displayed for staff at the Health and Wellbeing Day and on the display in the Chambers' foyer screen.				

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Maundrell, Jenni	Governance Review - Tooraweenah Road and Quarry Resolutions	9/24/2025
Notes 15 Sep 2025 4:23pm Maundrell, Jenni - Completion Completed by Maundrell, Jenni (action officer) on 15 September 2025 at 4:23:33 PM - No further action required				

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Colwell, Marina	Coonamble Annual Show - Application for Public Holiday	9/24/2025
Notes 15 Sep 2025 8:53am Colwell, Marina - Completion Completed by Colwell, Marina (action officer) on 15 September 2025 at 8:53:01 AM - Correspondence to be forwarded to the Premiers dept.				

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Colwell, Marina	Proposed Closure of Office - Christmas/New Year	9/24/2025
Notes 15 Sep 2025 8:52am Colwell, Marina - Completion Completed by Colwell, Marina (action officer) on 15 September 2025 at 8:52:34 AM - Report presented to Council in September 25 - no further action required				

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Quarmby, Bruce	Quarterly Budget Review - June 2025	9/24/2025
Notes 23 Sep 2025 8:05pm Quarmby, Bruce - Completion Completed by Quarmby, Bruce (action officer) on 23 September 2025 at 8:05:48 PM - matter completed				

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Quarmby, Bruce	Financial Reports for Year Ended 30/06/2025	9/24/2025
Notes 23 Sep 2025 8:07pm Quarmby, Bruce - Completion Completed by Quarmby, Bruce (action officer) on 23 September 2025 at 8:07:25 PM - Actions completed				

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Maundrell, Jenni	Declarations of Conflicts of Interest	9/24/2025
Notes 25 Sep 2025 11:29am Maundrell, Jenni - Completion Completed by Maundrell, Jenni (action officer) on 25 September 2025 at 11:29:40 AM - To be tabled at October Council meeting				

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Colwell, Marina	Correspondence	9/24/2025
Notes 15 Sep 2025 8:52am Colwell, Marina - Completion Completed by Colwell, Marina (action officer) on 15 September 2025 at 8:52:13 AM - Report presented to Council in September 25 - no further action required				

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Colwell, Marina	Council Resolutions/Actions Update	9/24/2025
Notes 15 Sep 2025 8:52am Colwell, Marina - Completion Completed by Colwell, Marina (action officer) on 15 September 2025 at 8:52:25 AM - Report presented to Council in September 25 - no further action required				

COMPLETED ACTIONS REPORT			Printed: 30 September 2025 2:47 PM
Reports	Division:	Council	Date From:
	Committee:		Date To:
	Officer:		

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Tatton, Deborah	Review of Procurement Policy	9/24/2025

Notes**26 Sep 2025 9:15am Tatton, Deborah - Completion**

Completed by Tatton, Deborah (action officer) on 26 September 2025 at 9:15:16 AM - no further action required

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Pawley, Imogen	Status of Investments - August 2025	9/24/2025

Notes**15 Sep 2025 9:25am Pawley, Imogen - Completion**

Completed by Pawley, Imogen (action officer) on 15 September 2025 at 9:25:32 AM - Completed endorsed

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Fletcher, Kylie	Rates and Charges Collections - August 2025	9/24/2025

Notes**23 Sep 2025 8:08pm Quarmby, Bruce - Completion**

Completed by Quarmby, Bruce on behalf of Fletcher, Kylie (action officer) on 23 September 2025 at 8:08:52 PM - Information noted

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Duncan, Lesley	Planning, Regulatory & Compliance Progress Report	9/24/2025

Notes**30 Sep 2025 11:31am Tatton, Deborah - Completion**Completed by Tatton, Deborah on behalf of Duncan, Lesley (action officer) on 30 September 2025 at 11:31:13 AM - Information Report only.
Completed per instructions from MANEX B meeting

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Duncan, Lesley	Economic Development & Growth	9/24/2025

Notes**30 Sep 2025 11:30am Tatton, Deborah - Completion**Completed by Tatton, Deborah on behalf of Duncan, Lesley (action officer) on 30 September 2025 at 11:30:00 AM - Information only report.
Completed per instruction from Manex B meeting

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Sobhani, Azita	Community Development Monthly Report	9/24/2025

Notes**30 Sep 2025 11:31am Tatton, Deborah - Completion**Completed by Tatton, Deborah on behalf of Sobhani, Azita (action officer) on 30 September 2025 at 11:31:37 AM - Information Report only.
Completed per instructions from MANEX B meeting

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Whitehead, Janelle	Waste Management Report September 2025	9/24/2025

Notes**15 Sep 2025 3:22pm Colwell, Marina - Completion**

Completed by Colwell, Marina on behalf of Whitehead, Janelle (action officer) on 15 September 2025 at 3:22:24 PM - completed no further action required

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Murphy, Kerrie	Infrastructure Services - Works in Progress	9/24/2025

Notes**17 Sep 2025 8:18am Murphy, Kerrie - Completion**

Completed by Murphy, Kerrie (action officer) on 17 September 2025 at 8:18:49 AM - Resolution complete

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Murphy, Kerrie	Tooraweenah Road Upgrade - Monthly Status Update	9/24/2025

COMPLETED ACTIONS REPORT			Printed: 30 September 2025 2:47 PM
Reports	Division:		Date From:
	Committee:	Council	Date To:
	Officer:		

Meeting	Date	Officer	Title	Target
Notes				
17 Sep 2025 8:18am Murphy, Kerrie - Completion				
Completed by Murphy, Kerrie (action officer) on 17 September 2025 at 8:18:58 AM - Resolution complete				

Meeting	Date	Officer	Title	Target
Council 9/10/2025	10/09/2025	Maundrell, Jenni	Minutes of Audit, Risk and Improvement Committee Meeting	9/24/2025
Notes				
25 Sep 2025 11:29am Maundrell, Jenni - Completion				
Completed by Maundrell, Jenni (action officer) on 25 September 2025 at 11:29:26 AM - Noted for information				

Meeting	Date	Officer	Title	Target
Council 3/12/2025	12/03/2025	Broe, Barry	Notice of Motion - Land Acquisition for Bore Bath Project - Cr S. Butler	3/26/2025
Notes				
31 Mar 2025 12:17pm Broe, Barry				
Items 1-5 have begun				
06 May 2025 12:09pm Broe, Barry				
1-3 done. 4 started. 5 started				
25 Aug 2025 4:00pm Duncan, Lesley				
Items 1, 2 and 3 have been completed. Items 4 and 5 are ongoing				
16 Sep 2025 5:12pm Duncan, Lesley				
In consultation with the Coonamble Racecourse and Recreation Trust, land suitable for the project has been identified. Work has commenced to become the Crown land manager. This action is now complete.				
16 Sep 2025 5:14pm Duncan, Lesley - Completion				
Completed by Duncan, Lesley on behalf of Broe, Barry (action officer) on 16 September 2025 at 5:14:16 PM - All actions have been completed.				

Meeting	Date	Officer	Title	Target
Council 4/9/2025	9/04/2025	Broe, Barry	Communications and Marketing Strategy	4/23/2025
Notes				
06 May 2025 12:15pm Broe, Barry				
1 started, 3 done, 4 started				
10 Jul 2025 1:48pm Kelly, Sally - Email				
Action Item - Communications and Marketing Strategy				
16 Sep 2025 5:11pm Duncan, Lesley				
All items have been completed				
16 Sep 2025 5:11pm Duncan, Lesley - Completion				
Completed by Duncan, Lesley on behalf of Broe, Barry (action officer) on 16 September 2025 at 5:11:36 PM - All items have been completed				



Investment Report

01/09/2025 to 30/09/2025

Portfolio Valuation as at 30/09/2025

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
AMP Bank	A-2	TD	GENERAL	At Maturity	07/04/2025	07/10/2025	4.5000	1,000,000.00	1,000,000.00	21,821.92	3,698.63
Westpac	A-1+	TD	GENERAL	At Maturity	24/10/2024	24/10/2025	5.1000	1,000,000.00	1,000,000.00	47,786.30	4,191.78
Westpac	A-1+	TD	GENERAL	At Maturity	28/10/2024	28/10/2025	5.0700	1,000,000.00	1,000,000.00	46,949.59	4,167.12
Westpac	A-1+	TD	GENERAL	At Maturity	04/11/2024	04/11/2025	5.0900	1,000,000.00	1,000,000.00	46,158.63	4,183.56
Unity Bank	Unrated	TD	GENERAL	At Maturity	18/11/2024	18/11/2025	5.0000	250,000.00	250,000.00	10,856.16	1,027.40
NAB	A-1+	TD	GENERAL	At Maturity	25/06/2025	20/11/2025	4.3000	2,000,000.00	2,000,000.00	23,090.41	7,068.49
BOQ	A-2	TD	GENERAL	At Maturity	04/06/2025	04/12/2025	4.3500	2,000,000.00	2,000,000.00	28,364.38	7,150.68
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	18/06/2025	19/01/2026	4.4100	2,000,000.00	2,000,000.00	25,372.60	7,249.32
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	12/06/2025	12/02/2026	4.3300	500,000.00	500,000.00	6,583.97	1,779.45
BOQ	A-2	TD	GENERAL	At Maturity	28/08/2025	27/02/2026	4.1400	2,000,000.00	2,000,000.00	7,712.88	6,805.48
BOQ	A-2	TD	GENERAL	At Maturity	02/09/2025	02/03/2026	4.1400	1,000,000.00	1,000,000.00	3,289.32	3,289.32
NAB	A-1+	TD	GENERAL	At Maturity	20/08/2025	20/03/2026	4.1000	1,000,000.00	1,000,000.00	4,717.81	3,369.86
NAB	A-1+	TD	GENERAL	At Maturity	11/09/2025	13/04/2026	4.2000	2,000,000.00	2,000,000.00	4,602.74	4,602.74
Westpac	A-1+	TD	GENERAL	At Maturity	17/07/2025	17/04/2026	4.2000	1,000,000.00	1,000,000.00	8,745.21	3,452.05
NAB	A-1+	TD	GENERAL	At Maturity	25/09/2025	25/05/2026	4.2500	2,000,000.00	2,000,000.00	1,397.26	1,397.26
Westpac	A-1+	TD	GENERAL	At Maturity	31/07/2025	31/07/2026	4.1700	2,500,000.00	2,500,000.00	17,708.22	8,568.49
Regional Australia Bank	A-2	TD	GENERAL	At Maturity	06/08/2025	06/08/2026	4.1500	1,000,000.00	1,000,000.00	6,367.12	3,410.96
IMB Bank	A-2	FRTD	GENERAL	Quarterly	06/08/2024	06/08/2026	4.2000	1,000,000.00	1,000,000.00	6,443.84	3,452.05



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	A-1+	TD	GENERAL	At Maturity	29/09/2025	31/08/2026	4.3000	1,500,000.00	1,500,000.00	353.42	353.42
IMB Bank	BBB+	FRTD	GENERAL	Quarterly	16/01/2025	17/01/2028	4.4200	1,000,000.00	1,000,000.00	9,324.38	3,632.88
Commonwealth Bank	A-1+	CASH	GENERAL	Annual	30/09/2025	30/09/2025	0.0000	2,000,000.00	2,000,000.00	-	-
TOTALS								28,750,000.00	28,750,000.00	327,646.16	82,850.96

Portfolio by Asset as at 30/09/2025

Asset Type: CASH

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Commonwealth Bank	A-1+	CASH	GENERAL	Annual	30/09/2025	30/09/2025	0.0000	2,000,000.00	2,000,000.00	-	-
CASH SUBTOTALS								2,000,000.00	2,000,000.00	-	-

Asset Type: TD

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
AMP Bank	A-2	TD	GENERAL	At Maturity	07/04/2025	07/10/2025	4.5000	1,000,000.00	1,000,000.00	21,821.92	3,698.63
Westpac	A-1+	TD	GENERAL	At Maturity	24/10/2024	24/10/2025	5.1000	1,000,000.00	1,000,000.00	47,786.30	4,191.78
Westpac	A-1+	TD	GENERAL	At Maturity	28/10/2024	28/10/2025	5.0700	1,000,000.00	1,000,000.00	46,949.59	4,167.12
Westpac	A-1+	TD	GENERAL	At Maturity	04/11/2024	04/11/2025	5.0900	1,000,000.00	1,000,000.00	46,158.63	4,183.56
Unity Bank	Unrated	TD	GENERAL	At Maturity	18/11/2024	18/11/2025	5.0000	250,000.00	250,000.00	10,856.16	1,027.40
NAB	A-1+	TD	GENERAL	At Maturity	25/06/2025	20/11/2025	4.3000	2,000,000.00	2,000,000.00	23,090.41	7,068.49
BOQ	A-2	TD	GENERAL	At Maturity	04/06/2025	04/12/2025	4.3500	2,000,000.00	2,000,000.00	28,364.38	7,150.68
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	18/06/2025	19/01/2026	4.4100	2,000,000.00	2,000,000.00	25,372.60	7,249.32
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	12/06/2025	12/02/2026	4.3300	500,000.00	500,000.00	6,583.97	1,779.45
BOQ	A-2	TD	GENERAL	At Maturity	28/08/2025	27/02/2026	4.1400	2,000,000.00	2,000,000.00	7,712.88	6,805.48
BOQ	A-2	TD	GENERAL	At Maturity	02/09/2025	02/03/2026	4.1400	1,000,000.00	1,000,000.00	3,289.32	3,289.32

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	A-1+	TD	GENERAL	At Maturity	20/08/2025	20/03/2026	4.1000	1,000,000.00	1,000,000.00	4,717.81	3,369.86
NAB	A-1+	TD	GENERAL	At Maturity	11/09/2025	13/04/2026	4.2000	2,000,000.00	2,000,000.00	4,602.74	4,602.74
Westpac	A-1+	TD	GENERAL	At Maturity	17/07/2025	17/04/2026	4.2000	1,000,000.00	1,000,000.00	8,745.21	3,452.05
NAB	A-1+	TD	GENERAL	At Maturity	25/09/2025	25/05/2026	4.2500	2,000,000.00	2,000,000.00	1,397.26	1,397.26
Westpac	A-1+	TD	GENERAL	At Maturity	31/07/2025	31/07/2026	4.1700	2,500,000.00	2,500,000.00	17,708.22	8,568.49
Regional Australia Bank	A-2	TD	GENERAL	At Maturity	06/08/2025	06/08/2026	4.1500	1,000,000.00	1,000,000.00	6,367.12	3,410.96
NAB	A-1+	TD	GENERAL	At Maturity	29/09/2025	31/08/2026	4.3000	1,500,000.00	1,500,000.00	353.42	353.42
TD SUBTOTALS								24,750,000.00	24,750,000.00	311,877.95	75,766.03

Asset Type: FRTD

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
IMB Bank	A-2	FRTD	GENERAL	Quarterly	06/08/2024	06/08/2026	4.2000	1,000,000.00	1,000,000.00	6,443.84	3,452.05
IMB Bank	BBB+	FRTD	GENERAL	Quarterly	16/01/2025	17/01/2028	4.4200	1,000,000.00	1,000,000.00	9,324.38	3,632.88
FRTD SUBTOTALS								2,000,000.00	2,000,000.00	15,768.22	7,084.93



Portfolio by Asset Totals as at 30/09/2025

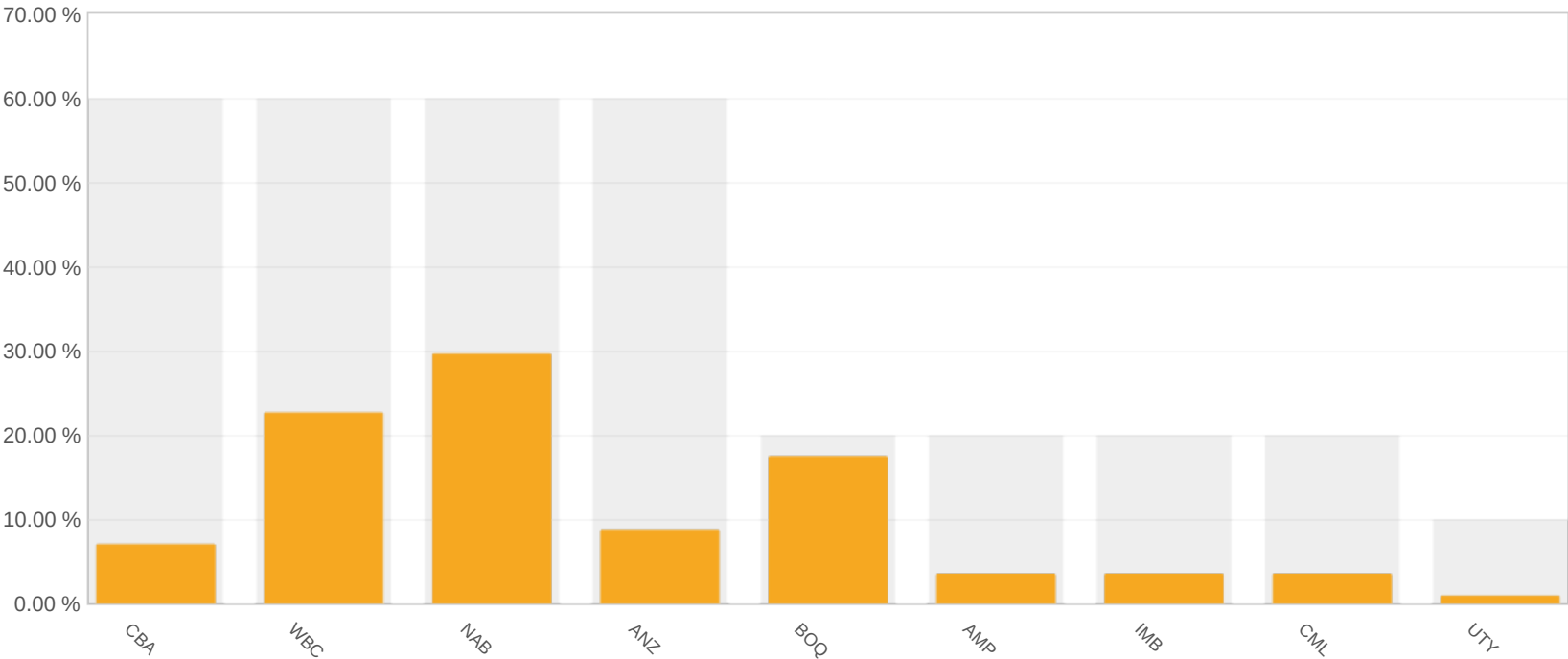
Type	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
CASH	2,000,000.00	2,000,000.00	-	-
TD	24,750,000.00	24,750,000.00	311,877.95	75,766.03
FRTD	2,000,000.00	2,000,000.00	15,768.22	7,084.93
TOTALS	28,750,000.00	28,750,000.00	327,646.16	82,850.96

Counterparty Compliance as at 30/09/2025

Short Term Investments

Compliant	Bank Group	Term	Rating	Invested (\$)	Invested (%)	Limit (%)	Limit (\$)	Available (\$)
✓	Commonwealth Bank	Short	A-1+	2,000,000.00	6.96	60.00	-	15,250,000.00
✓	Westpac	Short	A-1+	6,500,000.00	22.61	60.00	-	10,750,000.00
✓	NAB	Short	A-1+	8,500,000.00	29.57	60.00	-	8,750,000.00
✓	ANZ Bank	Short	A-1+	2,500,000.00	8.70	60.00	-	14,750,000.00
✓	BOQ	Short	A-2	5,000,000.00	17.39	20.00	-	750,000.00
✓	AMP Bank	Short	A-2	1,000,000.00	3.48	20.00	-	4,750,000.00
✓	IMB Bank	Short	A-2	1,000,000.00	3.48	20.00	-	4,750,000.00
✓	Regional Aust Bank	Short	A-2	1,000,000.00	3.48	20.00	-	4,750,000.00
✓	Unity Bank	Short	Unrated	250,000.00	0.87	10.00	-	2,625,000.00
TOTALS				27,750,000.00	96.52			

Counterparty Compliance - Short Term Investments



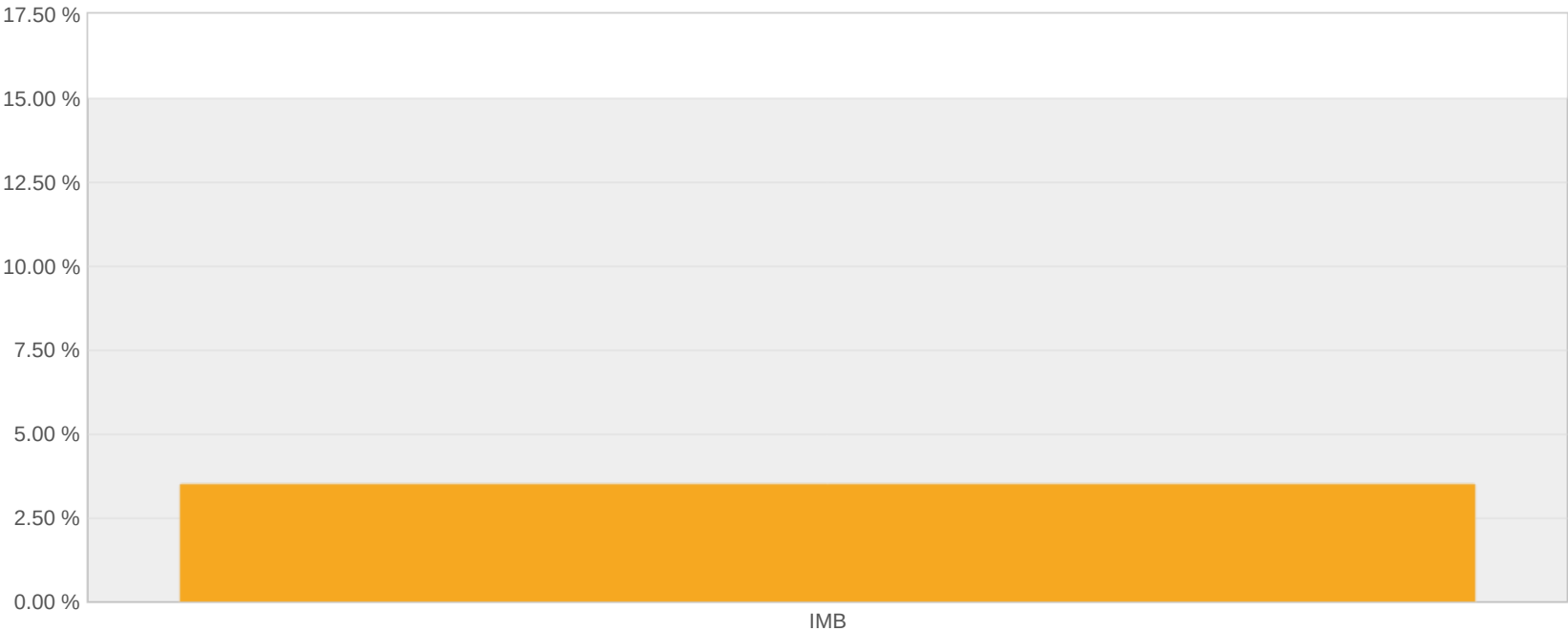


Long Term Investments

Compliant	Bank Group	Term	Rating	Invested (\$)	Invested (%)	Limit (%)	Limit (\$)	Available (\$)
	IMB Bank	Long	BBB+	1,000,000.00	3.48	15.00	-	3,312,500.00
TOTALS				1,000,000.00	3.48			



Counterparty Compliance - Long Term Investments



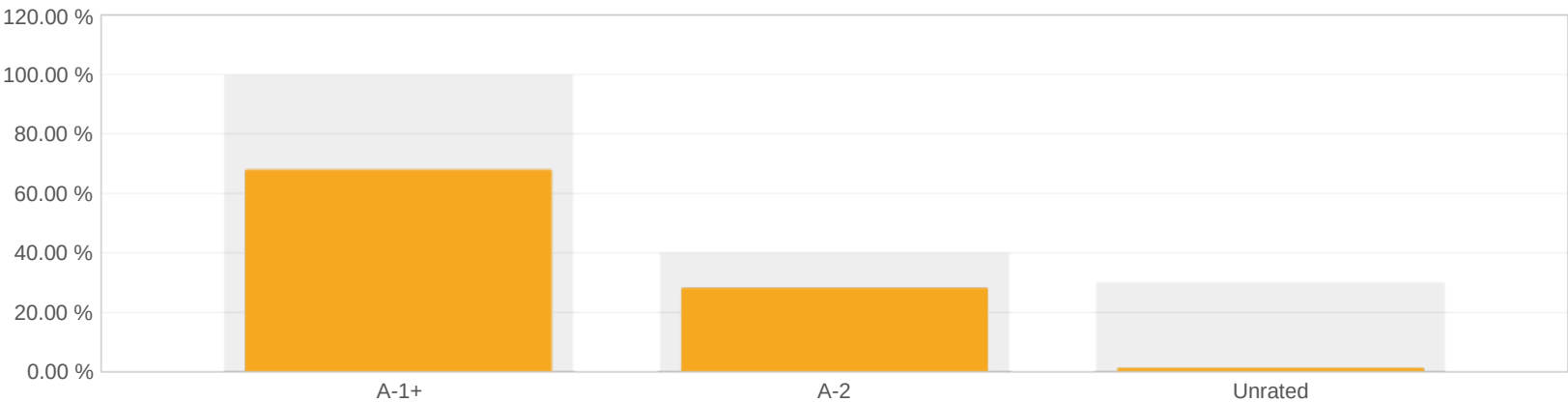


Credit Quality Compliance as at 30/09/2025

Short Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available (\$)
✓	A-1+	19,500,000.00	67.83	100.00	9,250,000.00
✓	A-2	8,000,000.00	27.83	40.00	3,500,000.00
✓	Unrated	250,000.00	0.87	30.00	8,375,000.00
TOTALS		27,750,000.00	96.52		

Credit Quality Compliance - Short Term Investments

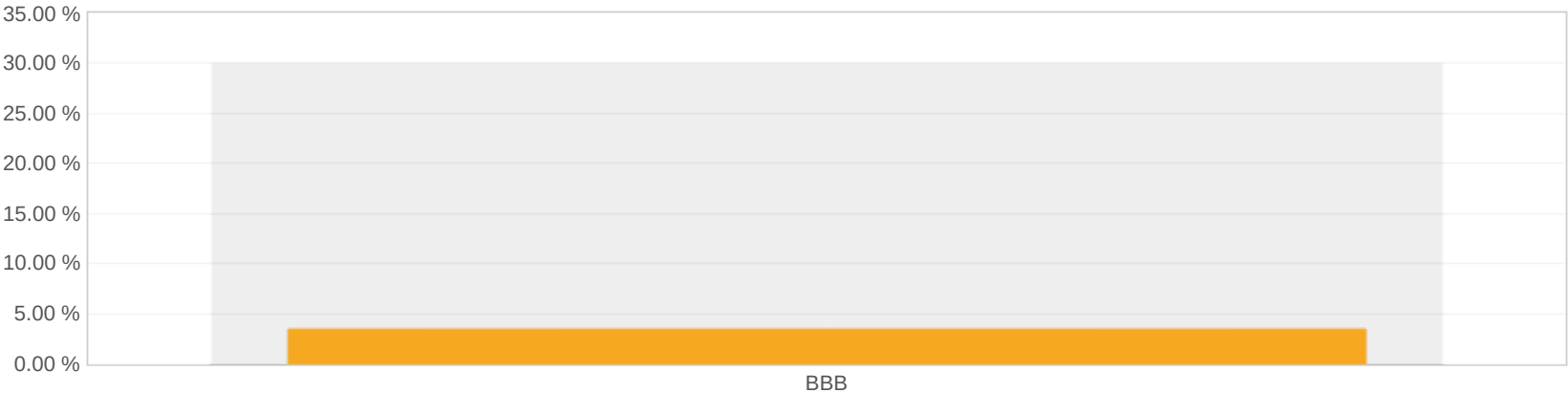




Long Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available (\$)
✓	BBB	1,000,000.00	3.48	30.00	7,625,000.00
TOTALS		1,000,000.00	3.48		

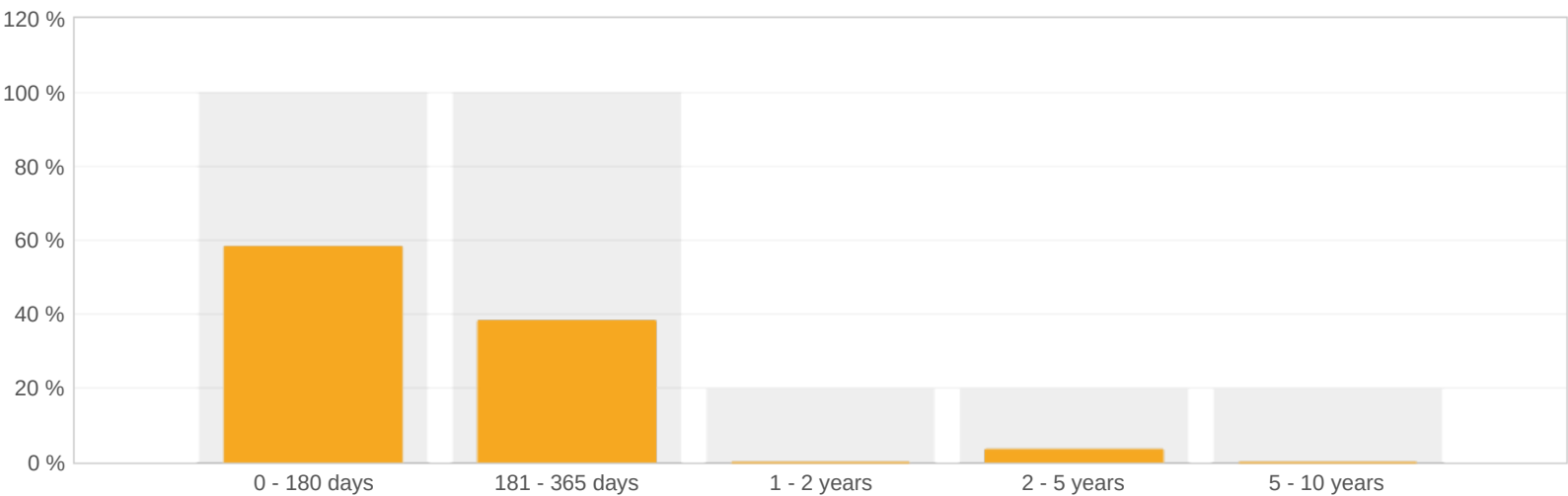
Credit Quality Compliance - Long Term Investments



Maturity Compliance as at 30/09/2025

Compliant	Term	Invested (\$)	Invested (%)	Min Limit (%)	Max Limit (%)	Available (\$)
✓	0 - 180 days	16,750,000.00	58.26	0.00	100.00	12,000,000.00
✓	181 - 365 days	11,000,000.00	38.26	0.00	100.00	17,750,000.00
✓	1 - 2 years	-	0.00	0.00	20.00	5,750,000.00
✓	2 - 5 years	1,000,000.00	3.48	0.00	20.00	4,750,000.00
✓	5 - 10 years	-	0.00	0.00	20.00	5,750,000.00
TOTALS		28,750,000.00	100.00			

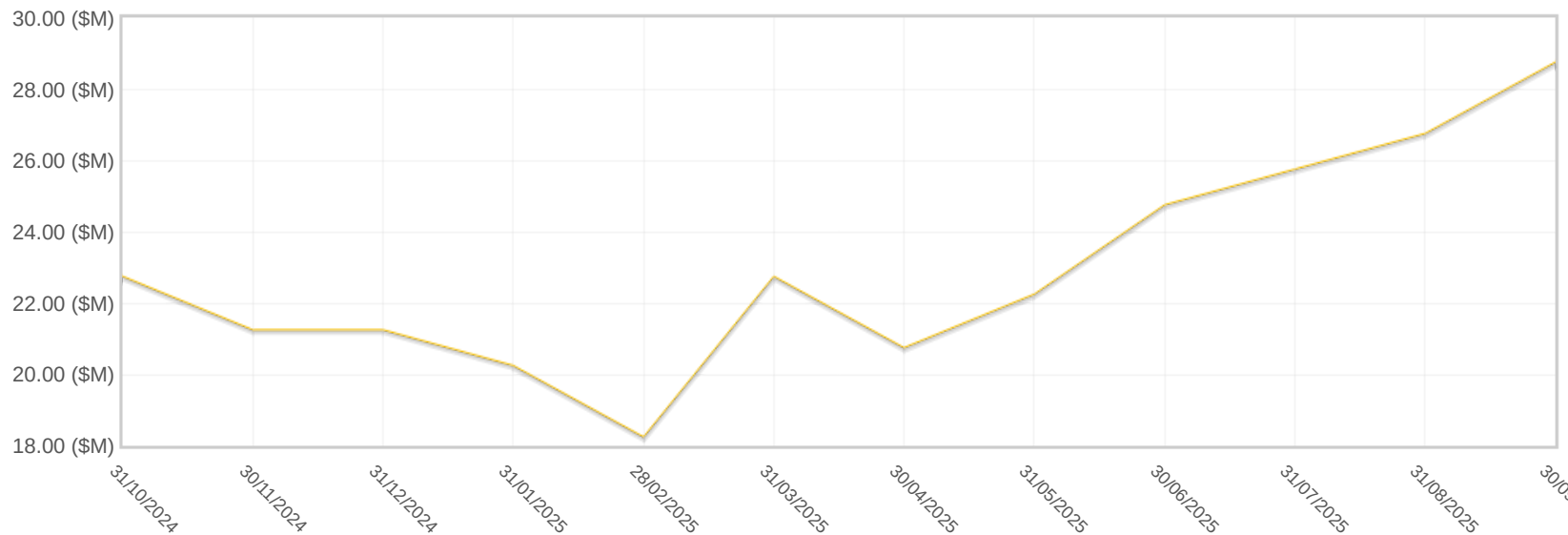
Maturity Compliance





Historical Portfolio Balances as at 30/09/2025

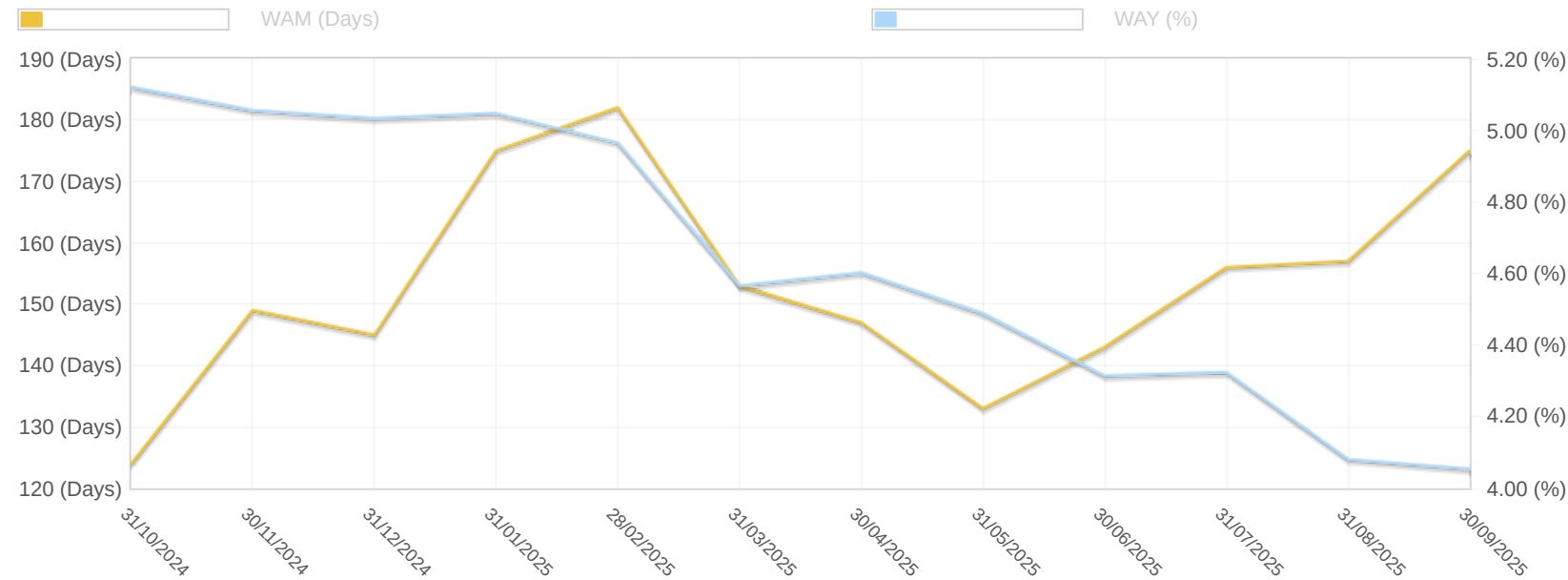
31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025	30/04/2025	31/05/2025	30/06/2025	31/07/2025	31/08/2025	30/09/2025
22.75	21.25	21.25	20.25	18.25	22.75	20.75	22.25	24.75	25.75	26.75	28.75





Historical Ratios as at 30/09/2025

	31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025	30/04/2025	31/05/2025	30/06/2025	31/07/2025	31/08/2025	30/09/2025
WAM (Days)	124	149	145	175	182	153	147	133	143	156	157	175
WAY (%)	5.1201	5.0553	5.0332	5.0467	4.9647	4.5656	4.6023	4.4882	4.3143	4.3241	4.0813	4.0543



	CAPITAL WORKS MONTHLY WORKS REPORT 26 September 2025	Infrastructure Services Coonamble Shire Council Phone: 02 6827 1900 Fax: 02 6822 1626 council@coonambleshire.nsw.gov.au
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Road and recreational area users are to proceed with caution at all work sites and observe signage to ensure safety. Speed zones are enforceable with possible short delays. For all enquiries, please contact Council's Infrastructure Services Department on 6827 1900.									
ROADS - URBAN – COONAMBLE, GULARGAMBONE AND QUAMBONE									
Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Project Expenditure to date (\$)	Committed (\$)	Total (\$)	% Completion	Comment
Drainage works – Charles & McCullough Streets	RTR	185,000	-	185,000	\$152,286.88	0	\$152,286.88	100%	Complete
Drainage works – Auburn and King Streets	RTR	16,000	-	16,000	\$9,445.17	0	\$9,445.17	100%	Complete
ROADS - RURAL – UNSEALED ROAD NETWORK									
Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Project Expenditure to date (\$)	Committed (\$)	Total (\$)	% Completion	Comment
General Unsealed Road Maintenance	Council	775,360	-	739,952	61,847.41	41,480.15	103,327.56	13%	Works in progress in conjunction with flood damage
ROADS - RURAL – SEALED ROAD NETWORK									
Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Project Expenditure to date (\$)	Committed (\$)	Total (\$)	% Completion	Comment
Tooraweenah Road Upgrade	ROSI	22,962,000	18,200,000	41,162,000	4,174,119.40	632,694.10	4,806,803.50	12%	Working on environmental approvals to allow for commencement of further clearing and grubbing. Once this is complete, construction of side-tracks can be commenced. Service locations commencing mid-May.
Pilliga Road Roadworks and Drainage upgrade	Council/LGRG/FCR/Block	1,662,500		1,662,500	161,859.97	21,900	183,759.97	11%	Detailed Design Plans received (100%), Bill of Quantities received, ATL (extension of time) approved. Completion required 30 June 2026.
Talegar Creek Culvert Upgrade	OLG/Block	1,189,139		1,189,139	36,945.51	41,141.65	78,087.16	7%	
NATURAL DISASTER WORKS – FLOOD DAMAGE									
Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Project Expenditure to date (\$)	Committed (\$)	Total (\$)	% Completion	Comment
Natural Disaster restoration works - REPA AGRN 1034	DRFA	4,603,659	-206,310.63	4,397,348.07	2,940,625.90	309,95.93	3,250,581.80	74%	AGRN 1034 restoration work has commenced.

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WATER									
Project	Funding Source	Budget (\$) (2024-25)	Budget Variation (\$)	Total Budget (\$)	Project Expenditure to date (\$)	Committed (\$)	Total (\$)	% Completion	Comment
Coonamble – Water Mains Replacement	Council	350,000	-	350,000	-	-	-	10	Wingadee Street, installation works to commence Oct 2025.
Gulargambone – Water Mains Replacements	Council	100,000	-	100,000	-	-	-	10	Breelong Street, project scope completed.
Quambone – Water Mains Replacement	Council	200,000	-	200,000	-	-	-	10	Gidgerah Street, project scope completed.
SSWP244-Integrated Water Cycle Management Strategy (IWCM)	Grant/Council	303,900	-	303,900	100,464.00	-	100,464.00	40	Draft Issues paper review completed by Council with external stakeholders. Consultation with external stakeholders ongoing. Flow monitoring being completed. Ground water assessment to commence Nov 2025.
Coonamble - WTP Sedimentation Lagoon upgrades	Council	80,000	-	80,000	-	-	-	0	Works to commence in Oct 2025.
Coonamble, Gulargambone and Quambone – Water Meter Replacement Program	Council	71,250	-	71,250	-	-	-	0	Replacement program to commence Nov 2025.
Coonamble - Water Reservoir Upgrades	Council	50,000	-	50,000	-	-	-	0	Works to commence Jan 2026
Yarran Street Subdivision Water Main Extension – Stage 2	Council	100,000	-	100,000	-	-	-	0	Works to commence 3 rd quarter 25/26
Quambone - Water Reservoir Upgrades	Council	30,000	-	30,000	-	-	-	0	Works to commence Jan 2026
Gulargambone – River Bore Shed Replacement	Council	150,000	-	150,000	-	-	-	0	Works to commence Mar 2026
Gulargambone - Water Reservoir Upgrades	Council	35,000	-	35,000	-	-	-	0	Works to commence Jan 2026

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SEWER									
<i>Project</i>	<i>Funding Source</i>	<i>Budget (\$)</i>	<i>Budget Variation (\$)</i>	<i>Total Budget (\$)</i>	<i>Project Expenditure to date (\$)</i>	<i>Committed (\$)</i>	<i>Total (\$)</i>	<i>% Completion</i>	<i>Comment</i>
Coonamble – Sewer Mains Relining	Council	100,000	-	100,000	-	-	-	10	Program finalised
Gulargambone – Sewer Mains Relining	Council	100,000	-	100,000	-	-	-	10	Program finalised
Gulargambone Sewage Treatment Plant – Laboratory room installation	Council	72,000	-	72,000	35,425.41	-	35,425.41	25	Lab building installed, services and internal fit out works completed, lab equipment to be purchased.
Gulargambone Sewage Treatment Plant – pressure tank installation	Council	25,000	-	25,000	9,454.55	-	9,454.55	10	Onsite works commenced.
Coonamble STP Upgrade – Concept Design	Council	250,000	-	250,000	121,299.36	-	121,299.36	70	Options study draft report has been issued. Consultation meetings with EPA, DCCEEW and PWA have been conducted. Concept design being completed.
Coonamble STP – Building Improvements and Equipment Renewals	Council	50,000	-	50,000	-	-	-	0	Works to commence Mar 2026
Coonamble Sewage Treatment Plant – step screen installation at headworks	Council	170,000	-	170,000	-	161,928.00	161,928.00	10	Works complete
Coonamble – Sewer Boundary Shaft renewals	Council	50,000	-	50,000	-	-	-	0	To be completed ongoing
Coonamble – Sewage Pump Station upgrades	Council	50,000	-	50,000	-	--	-	0	To be completed ongoing
Coonamble – Sewer Riding Main replacement Tooloon St	Council	200,000	-	200,000	-	-	-	0	Works to commence Mar 2026
Yarran Street Subdivision Development – sewerage servicing for stage 2	Council	75,000	-	75,000	-	-	-	0	Works to commence Mar 2026
Gulargambone – Sewage Treatment Plant tertiary ponds de-sludge	Council	50,000	-	50,000	-	-	-	10	Project scoped and options being considered.
Gulargambone STP – Equipment Renewals	Council	35,000	-	35,000	-	-	-	0	Works to commence Mar 2026

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URBAN SPACES									
Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Project Expenditure to date (\$)	Committed (\$)	Total (\$)	% Completion	Comment
Gulargambone Sportsground Amenities Upgrade 6055-2301-0001	SCCF5 + Council	520,000	100,000	620,000	685,614.06	153,073.47	835,687.53	100%	Complete

CEMETERIES									
Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Pioneer Cemetery Coonamble new fence and signage	Council	48,000	-	48,000	23,329	23,330	46,659	60%	Fencing has been commenced. Additional materials are being sought to finalise the installation.

AERODROME									
Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Animal exclusion perimeter fencing	Council	\$300,000	-	\$300,000	-	88,624	88,624	30%	Animal Exclusion fence materials have been purchased. Quotations are being sought for installation of fence.

COONAMBLE

SHIRE COUNCIL

Attached are the Minutes of the Meeting of Coonamble Shire Council Quarry Committee held on Wednesday 24 September 2025.

RECOMMENDATION:

That the Minutes of the Meeting of Coonamble Shire Council Quarry Committee held on Wednesday 24 September 2025 be received and noted.

COONAMBLE SHIRE COUNCIL QUARRY COMMITTEE
*Minutes of Coonamble Shire Council Quarry Committee
held at Council Administration Building, Coonamble on
Wednesday 24 September 2025 commencing at 8.30am*

PRESENT:

Daniel Keady	Mayor (Chair)
Paul Wheelhouse	Councillor
Paul Fisher	Councillor
Bruce Quarmby	Director Corporate Services/Acting GM
Kerrie Murphy	Director Infrastructure
Mick Bell	Executive Manager Operations
Joseph Saba*	Quarry Manager

*Denotes attendance online

ITEM 1 APOLOGIES

Apologies were received on behalf of Phillip Perram (General Manager)

MOVED Wheelhouse/Fisher that the apologies be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES OF THE PREVIOUS MEETING

MOVED Fisher/Wheelhouse

ITEM 3 BUSINESS ARISING FROM THE MINUTES

Nil

ITEM 4 REPORT

MOVED Fisher/Keady

1. That the Committee note the report on the draft Scope of Works;
2. Amend the draft Scope of Works to include "Consider impact of neighbouring quarries on operations at Mt Magometon Quarry".

ITEM 6 NEXT MEETING

To be advised.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 9.43AM.

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COONAMBLE
SHIRE COUNCIL

AGENCY
INFORMATION GUIDE
2025-2026

Version 1 Adopted 19 June 2024
Reviewed June 2025

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1. Introduction

This document has been produced in accordance with section 20 of the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act). It forms the Coonamble Shire Council Agency Information Guide and is reviewed annually.

The purpose of the Agency Information Guide is to provide the community and Council staff with information relating to:

- the structure and functions of Council;
- the way in which the functions (including the decision-making functions) of Council affect members of the public;
- the ways in which members of the public are able to participate in policy development and the exercise of Council's various functions; and
- the various kinds of information which Council holds and how it will be made available.

The Agency Information Guide is available on Council's website [Access to Information - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/access-to-information-coonamble-shire-council).

2. Structure and Functions

The Coonamble local government area (LGA) is located on the traditional lands of the Wailwan and Gamilaraay people. The LGA covers an area of 9,955 km², encompassing the township of Coonamble and the villages of Gulargambone and Quambone, the gateway to the Macquarie Marshes.

2.1 Structure

Coonamble Shire Council is constituted under the *Local Government Act 1993* (NSW) (LG Act).

The Coonamble Shire Community Strategic Plan 2025-2035 strategically directs the operations of Council in a way to achieve priorities set by the community.

The leadership of Coonamble Shire Council is provided by nine councillors working together for the benefit of the community. The nine councillors elect a mayor and deputy mayor from among their number. The current term of Council commenced following the local government elections held on 14 September 2024.

The Mayor presides at meetings of the council and carries out the civic and ceremonial functions of the office. The Mayor may exercise, in cases of necessity, the decision making functions of the council between Council meetings and perform any other functions that the council determines.

The councillors have responsibility for policy making/administration and good governance of the council.

Information on the councillors, including contact details, can be found on Council's website [Councillors - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/councillors-coonamble-shire-council).

The role of the governing body is defined at section 223 of the LG Act:

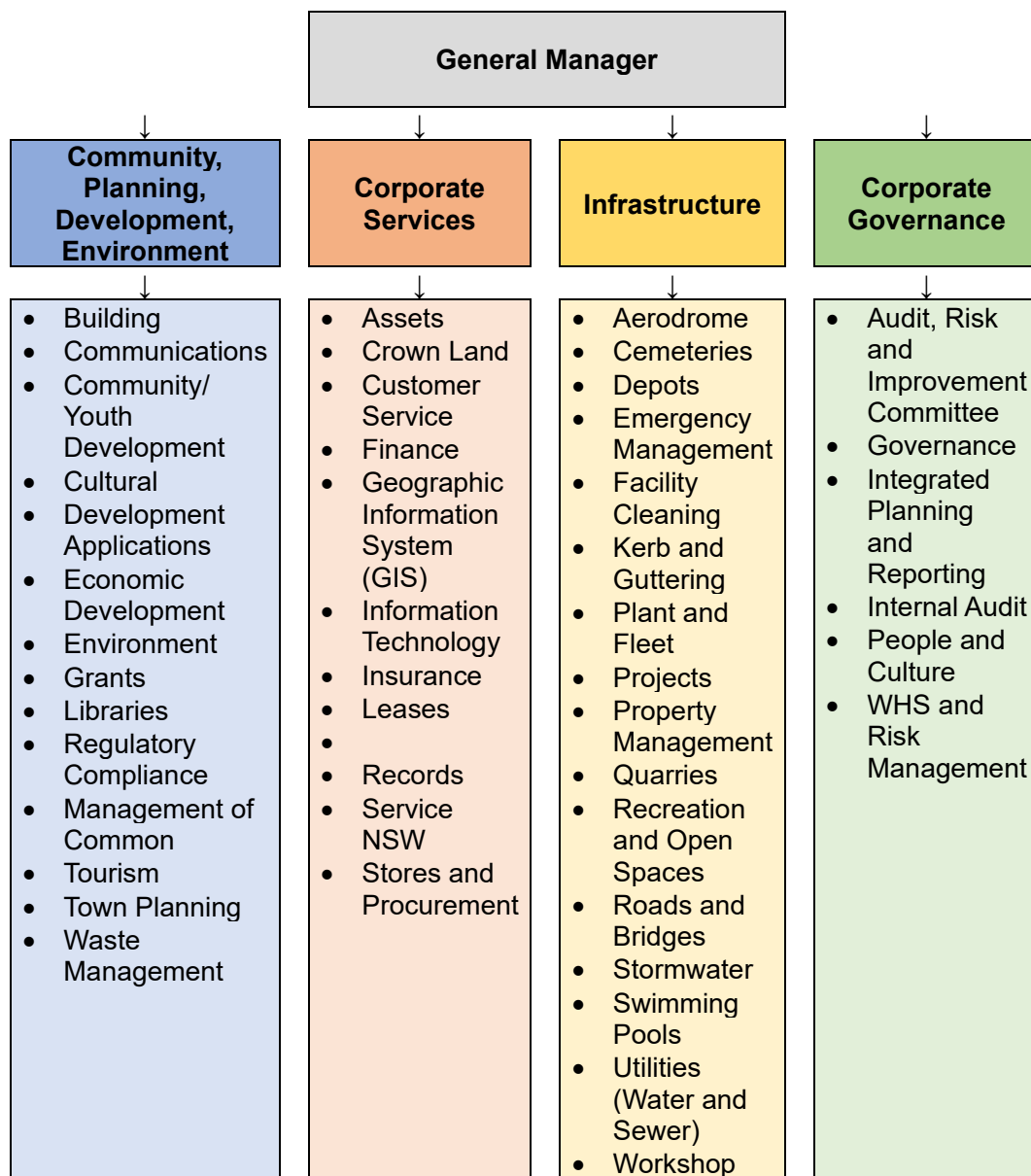
223 ROLE OF GOVERNING BODY

- (1) *The role of the governing body is as follows--*
 - (a) *to direct and control the affairs of the council in accordance with this Act,*
 - (b) *to provide effective civic leadership to the local community,*
 - (c) *to ensure as far as possible the financial sustainability of the council,*
 - (d) *to ensure as far as possible that the council acts in accordance with the principles set out in Chapter 3 and the plans, programs, strategies and policies of the council,*
 - (e) *to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council,*
 - (f) *to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area,*
 - (g) *to keep under review the performance of the council, including service delivery,*
 - (h) *to make decisions necessary for the proper exercise of the council's regulatory functions,*
 - (i) *to determine the process for appointment of the general manager by the council and to monitor the general manager's performance,*
 - (j) *to determine the senior staff positions within the organisation structure of the council,*
 - (k) *to consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities,*
 - (l) *to be responsible for ensuring that the council acts honestly, efficiently and appropriately.*
- (2) *The governing body is to consult with the general manager in directing and controlling the affairs of the council.*

The General Manager is responsible for the day to day operations of the council as well as delegating functions of the council and implementation of the Equal Opportunity Management Plan in all areas of human resourcing. The General Manager is assisted in the exercise of these functions through the three Divisions of Council being Community, Planning, Development and Environment; Corporate Services; and Infrastructure.

Each Division is led by a Director and is further structured into a number of business units.

Additionally, the General Manager is assisted in the exercise of these functions through the Corporate Governance unit, led by an Executive Manager.



Elected members, as at 10 September 2025:

Mayor

Councillor Daniel Keady

Telephone: 0407 298 037

Email: mayor@coonambleshire.nsw.gov.au

Deputy Mayor

Councillor Steven Butler

Telephone: 0429 145 060

Email: steven.butler@coonambleshire.nsw.gov.au

Councillors

Councillor Karen Churchill

Telephone: 0428 221 248

Email: karen.churchill@coonambleshire.nsw.gov.au

Councillor Adam Cohen

Telephone: 0448 225 879

Email: adam.cohen@coonambleshire.nsw.gov.au

Councillor Paul Fisher

Telephone: 0427 228 368

Email: paul.fisher@coonambleshire.nsw.gov.au

Councillor Marg Garnsey

Telephone: 0428 242 117

Email: margaret.garnsey@coonambleshire.nsw.gov.au

Councillor Pip Goldsmith

Telephone: 0421 288 634

Email: phillipa.goldsmith@coonambleshire.nsw.gov.au

Councillor Al Karanouh

Telephone: 0427 887 668

Email: ahmad.karanouh@coonambleshire.nsw.gov.au

Councillor Paul Wheelhouse

Telephone: 0419 485 141

Email: paul.wheelhouse@coonambleshire.nsw.gov.au

Executive Leadership Team, as at 18 September 2025:

Phillip Perram Interim General Manager

Bruce Quarmby Director Corporate Services

Kerrie Murphy Director Infrastructure

Lesley Duncan A/Director Community, Planning Development and Environment

Jenni Maundrell Executive Manager Corporate Governance

Council can be contacted by:

Telephone 02 6827 1900

Fax 02 6822 1626

Email council@coonambleshire.nsw.gov.au

Mail General Manager, PO Box 249, Coonamble, NSW, 2829

Office 80 Castlereagh Street, Coonamble, NSW, 2829

Website www.coonambleshire.nsw.gov.au

Customers may wish to contact Council for a large variety of reasons, including in relation to any of the functions listed at section 2.2, requests for service, information, providing feedback, reviewing decisions and making complaints. All contact should be through the official channels listed above.

2.2 Functions

The main legislation that authorises the functions of Coonamble Shire Council is the LG Act and can be grouped into the following categories:

Service functions

- Civil infrastructure planning, construction and maintenance
- Management of Public Land
- Water supply and sewerage
- Management of waste
- Community Land

Regulatory functions

- Approvals
- Orders

Ancillary functions

- Resumption of land
- Powers of entry and inspection

Administrative functions

- Structure
- Employment of staff
- Council meetings
- Delegations of staff
- Financial management

Revenue functions

- Rates and charges
- Fees
- Loans
- Investments

Enforcement functions

- Proceedings for breaches of the Local Government Act and other legislation

- Recovery of rates and charges

In addition to the LG Act, Council is authorised to act under other statute authority including but not limited to:

- | | |
|---|--|
| • <i>Building and Development Certifiers Act 2018</i> | • <i>Protection of the Environment Operations Act 1997</i> |
| • <i>Civil Liability Act 2002</i> | • <i>Public Health Act 2010</i> |
| • <i>Community Land Development Act 2021</i> | • <i>Public Interest Disclosures Act 2022</i> |
| • <i>Companion Animals Act 1998</i> | • <i>Recreation Vehicles Act 1983</i> |
| • <i>Contaminated Land Management Act 1997</i> | • <i>Road Transport Act 2013</i> |
| • <i>Conveyancing Act 1919</i> | • <i>Roads Act 1993</i> |
| • <i>Crown Lands Management Act 2016</i> | • <i>State Emergency and Rescue Management Act 1989</i> |
| • <i>Environmental Planning and Assessment Act 1979</i> | • <i>State Emergency Service Act 1989</i> |
| • <i>Food Act 2003</i> | • <i>State Records Act 1998</i> |
| • <i>Government Information (Public Access) Act 2009</i> | • <i>Strata Schemes Development Act 2015</i> |
| • <i>Impounding Act 1993</i> | • <i>Strata Schemes Management Act 2015</i> |
| • <i>Library Act 1939</i> | • <i>Swimming Pools Act 1992</i> |
| • <i>Modern Slavery Act 2018</i> | • <i>Unclaimed Money Act 1995</i> |
| • <i>National Parks and Wildlife Act 1974</i> | • <i>Work Health and Safety Act 2011</i> |
| • <i>Plumbing and Drainage Act 2011</i> | • <i>Workplace Injury Management and Workers Compensation Act 1998</i> |
| • <i>Privacy and Personal Information Protection Act 1998</i> | • <i>Workplace Surveillance Act 2005</i> |

3. Effect of Functions on the Public

GIPA Act section 20(1)(b) – an agency must have a guide (its ‘Agency Information Guide’) that describes the way in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public.

Most of Council's functions have a direct impact on members of the public. This impact is summarised below:

- Council currently employs almost 120 people. Staff are members of local communities. Council supports local businesses with a Local Preference Purchasing Policy.
- Council processes applications dealing with a variety of requests. Applications dealing with land (subdivision and development) and the use of buildings are a large component of Council's activities. Council also receives requests for the opening and/or closure of roads, permission to hold special events, and applications to use public facilities.
- Council is responsible for the monitoring and enforcement of any conditions imposed under its role as a Consent Authority together with enforcement of regulatory conditions which extend to bushfire control, animal control and any activities involving public property.
- Council is responsible for ensuring that the infrastructure and land use zonings are capable of accommodating future growth needs.
- Council is also responsible for the licensing of public halls, food outlets, caravan parks and companion animals. Monitoring of the approvals to ensure compliance with the licence conditions is an ongoing activity.
- Libraries, public halls, parks, cemeteries, reserves and swimming pools are some of a wide range of facilities provided by Council.
- Council is actively seeking to promote economic development with the employment of staff in this area, undertaking strategic projects aimed at diversifying and improving the local economy, and is actively involved with tourism through the Visitor Information Centre.
- The provision of waste management, water supply and sewerage services is a major component of Council's budget and these activities have a direct impact on all properties serviced by the various schemes throughout the LGA.
- Council provides a range of community service functions delivering services to seniors, young people, the arts, library services, health and recreation, culture and identity, and Service NSW. Further, Council works closely with a wide range of community and support services across the LGA.
- Coonamble Shire Council has developed a good working relationship with the State Member for Barwon (Roy Butler MP) and Federal Member for Parkes (Jamie Chaffey MP). These relationships have assisted Council in representations on behalf of the community to both State and Federal Governments with some positive outcomes for the LGA flowing from those representations.

4. Public Participation in Council's Policy Development

GIPA Act section 20(1)(c) – an agency must have a guide (it's 'Agency Information Guide') that specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and exercise of the agency's functions.

4.1 Council meetings and community consultation sessions

Monthly meetings of Council are advertised and attendance by members of the public is encouraged. Community consultation sessions are provided before the commencement of each monthly Council meeting, and community members are invited to address Council and senior staff on items appearing on the agenda for that meeting.

To speak at community consultation sessions is advertised regularly. Members of the public wishing to address Council at a community consultation session should contact Council on (02) 6827 1900 by midday the day before the meeting. Before the meeting, each speaker is provided with a copy of Council's Community Consultation Session Policy and is required to complete an Application to Speak form before addressing the session. Councillors are encouraged to ask questions at the time of the session presentation and the Mayor accepts written information that may be provided at that time for distribution to each councillor.

The Council considers matters referred to it by and through the General Manager from division heads, other organisations (public and private) and constituents of the area. Input from community members in any area of Council's operations is invited and welcomed.

Ordinary meetings of Council are held on the second Wednesday of each month commencing at 9:00am. Monthly Council meetings are generally held at the Coonamble Council Chambers, except for annual meetings held at Gulargambone (March) and Quambone (August). Any change of venue and time is advertised in the local papers, and on Council's website and social media channels.

Extraordinary Council Meetings are held for the consideration of specific issues as required.

Both Ordinary and Extraordinary meetings are open to the public, except for matters which are of a confidential nature, and public attendance at these meetings is invited.

Council meetings are the primary decision-making vehicle of local government. Community participation is encouraged, by attending meetings, making submissions to Council at the community consultation sessions, and by making submissions on items that are on public exhibition. Participation in decision-making gives all community members a chance to have their voice heard.

4.2 Public exhibition

Copies of the Draft Operational Plan incorporating budget proposals for the ensuing year and other draft policies are displayed on the Council website and placed in the Council office building for community input. Draft plans and policies are advertised with public comment invited. Items on public exhibition can be viewed, and submissions may be made, at [Public Exhibition - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/public-exhibition-coonamble-shire-council).

4.3 Committees

Council is active in the following external committees, which may have community representation and act as advisory bodies to Council:

- Bushfire Management
- Castlereagh Macquarie Weeds County Council
- Chamber of Commerce
- Coonamble Together Partnership Group
- Local Emergency Management
- North-Western Library Cooperative
- Outback Arts

5. Various Kinds of Government Information Held by Council

GIPA Act section 20(1)(d) - an agency must have a guide (its 'Agency Information Guide') that identifies the various kinds of government information held by the agency.

Council holds a wide range of information, in both hard copy and electronic form in respect of the variety of functions undertaken by it. That information is contained in:

- Files – either physical or electronic
- Policy documents
- General documents

Information included under the heading 'General Documents' of this Agency Information Guide (see below) may be made available to the public on request unless there is an overriding public interest not to do so.

Some information may require a formal access application in accordance with the GIPA Act.

5.1 Files

Hard copy files are maintained for all matters relating to the business of Council. Files are archived and dealt with under the provisions of the General Retention and Disposal Authority – Local Government (GA39).

Information contained in Council files may be made available either by informal release or via an access application, unless there is an overriding public interest against disclosure of the information, in accordance with provisions of the GIPA Act.

Members of the public who require an informal release or an access application can do so by contacting Council.

5.2 Policy Documents

Council policies can be viewed on the website [Policies - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/policies-coonamble-shire-council)

5.3 General Documents

The following list of general documents held by Council has been divided into four sections as outlined in the *Government Information (Public Access) Regulation 2018* (NSW) (GIPA Regulation):

1. Information about Council
2. Plans and policies
3. Information about Development Applications
4. Approvals, Orders and other documents

6. Kinds of information that will be made publicly available

GIPA Act section 20(1)(e) - an agency must have a guide (its 'Agency Information Guide') that identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available.

AND

7. Kinds of information available free of charge and those kinds for which a charge is imposed

GIPA Act section 20(1)(g) - an agency must have a guide (its 'Agency Information Guide') that identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

The GIPA Regulation requires that information contained in the following records held by Council are to be made publicly available for inspection, free of charge. The public is entitled to inspect these records on Council's website (unless there is an unreasonable additional cost to Council to publish these records on the website) and copies may also be inspected at the Council office during ordinary office hours or at any other place as determined by Council.

Open information is also available from other agencies, such as Data.NSW, accessible online at www.data.nsw.gov.au. Data.NSW aims to increase the safe use of data across NSW government in order to support data-driven decision-making, and provides a single search environment for NSW data assets.

Copies of open information held by Council can be supplied for reasonable copying charges as set out in Council's Fees and Charges.

Open information records are:

1. Information about Council

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information and may be inspected by the public free of charge. Documents are published on Council's website [Welcome to Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/welcome-to-coonamble-shire-council).

- The Model Code prescribed under section 440(1) of the LG Act.
- Council's adopted Code of Conduct.
- Code of Meeting Practice.
- Annual Report.
- Annual financial reports.
- Auditor's report.
- Community Strategic Plan.
- Resourcing Strategy – Long Term Financial Plan, Workforce Management Plan, and Asset Management Plan.
- Operational Plan and Delivery Program.
- Equal Employment Opportunity Management Plan.
- Policy concerning the payment of expenses and the provision of facilities to councillors.
- Annual reports of bodies exercising functions delegated by Council.
- Any Codes referred to in the LG Act

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Returns of the interests of councillors, designated persons and delegates.
- Agendas and business papers for any meeting of Council or any Committee of Council (excluding business papers for matters considered when part of a meeting is closed to the public).
- Minutes of any meeting of Council or any Committee of Council but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting.
- Departmental representative reports presented at a meeting of Council in accordance with section 433 of the LGA.

Information contained in the current version of the following records is prescribed as open access information and may be inspected by the public free of charge.

- Land Register
- Register of Investments
- Register of Delegations
- Register of graffiti removal work kept in accordance with section 13 of the *Graffiti Control Act 2008*
- Register of current declarations of disclosures of political donations
- Register of voting on planning matters.

2. Plans and Policies

Information contained in the current version and the most recent previous version of the following is prescribed as open access information and may be inspected by the public free of charge.

- Local policies adopted by Council concerning approvals and orders.
- Plans of Management for Community Land.
- Environmental planning instruments, development control plans, and contribution plans made under the *Environmental Planning and Assessment Act 1979* (NSW) (EP&A Act) applying to land within the Coonamble LGA.

3. Information about Development Applications

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

Development applications (within the meaning of the EP&A Act) made on or after 1 July 2010 and any associated information received in relation to a proposed development including the following:

- Home warranty insurance documents.
- Construction certificates.
- Occupation certificates.
- Structural certification documents.
- Town planning reports.
- Submissions received on development applications.
- Heritage reports.
- Tree inspection reports.
- Acoustic reports.
- Land contamination reports.
- Records of decisions on development applications including decisions made on appeal.
- Records describing general nature of documents that Council decides are excluded from public view including the plans and internal specifications and configurations for any residential parts of a proposed building and commercially sensitive information if that information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

4. Approvals, Orders and Other Documents

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Applications for approvals under part 1 of chapter 7 of the LG Act and any associated documents received in relation to such an application.
- Applications for approvals under any other Act and any associated documents received in relation to such an application.
- Records of approvals granted or refused, any variation from Council policies with reasons for the variation, and decisions made on appeals concerning approvals.
- Orders given under part 2 of chapter 7 of the LG Act, and any reasons given under section 136 of the LG Act.
- Orders given under the authority of any other Act.
- Records of building certificates under the EP&A Act.
- Plans of land proposed to be compulsorily acquired by Council.
- Compulsory acquisition notices.
- Leases and licenses for use of Public Land classified as Community Land.
- Performance improvement orders issued to a council under part 6 of chapter 13 of the LG Act.

All other types of information held by Council are not considered to be open access and a fee may be charged to access this information. Applications to access information may be made under the *Government Information (Public Access) Act 2009* (GIPA Act). Charges are made in accordance with the Information and Privacy Commission's [GIPA Act Fees and Charges \(nsw.gov.au\)](https://www.nsw.gov.au/gipa-act-fees-and-charges).

The types of information for which a charge will be imposed includes, but is not necessarily limited to:

- Extensive records or archives
 - Historical development applications
 - Large volumes of correspondence or internal reports
 - Archived planning documents or environmental studies
- Commercial or proprietary data
 - GIS mapping or spatial datasets
 - Detailed valuation or property data
 - Unpublished consultant reports commissioned by Council
- Custom data requests
 - Tailored statistical reports or data analysis.
 - Aggregated data from multiple sources (e.g., traffic counts, waste collection stats)
- Reproduction costs
 - Printing large documents or plans
 - Copying audio/video recordings of council meetings.
 - Scanning physical documents not already digitised
- Processing fees for formal applications
 - If the request is complex or voluminous, Council may charge for:
 - Time spent searching and retrieving documents
 - Consultation with third parties
 - Decision-making time

8. Privacy Management Plan

Council's endorsed Privacy Management Plan under the terms of the *Privacy and Personal Information Protection Act 1998* (NSW) (PPIP Act) and *Health Records and Information Privacy Act 2002* (NSW) (HRIP Act) provides for the protection of personal information and for the protection of the privacy of individuals.

Councils are required to collect personal information but must ensure the privacy rights of individuals are not infringed. Council is bound by the terms of the PPIP Act and HRIP Act and has established procedures to ensure that the provision of information sought from Council meets the requirements of the Acts.

9. Applications for access to Council records

If you ask for records or documents and you are not able to obtain them, you can apply for them under the GIPA Act by:

1. Completing an access application. These forms are available on Council's website at [Access to Information - Coonamble Shire Council \(nsw.gov.au\)](https://www.coonamble.nsw.gov.au/access-to-information) or at the Council office. Application forms can also be accessed via the

Information and Privacy Commissioner's website [Information Access Forms for Citizens \(nsw.gov.au\)](https://www.oaic.gov.au/information-access-forms-for-citizens).

2. Present the form, the appropriate fee and, where necessary, identification to the Council office using any of the Council's contact information. Details of procedures, fees and reductions in certain cases can be obtained from the application form.

10. Manner in which information will be made publicly available

GIPA Act section 20(1)(f) – an agency must have a guide (its 'Agency Information Guide') that specifies the manner in which the agency makes (or will make) government information publicly available.

Council has a vast range of information that can be accessed in varying ways. Council regularly reviews publicly available information and is proactive about releasing as much information as possible on Council's website. Other information/ records can be inspected at or obtained from the Council office during normal business hours.

10.1 Access arrangements

In most instances, access will be provided to information that is available to members of the public without the need to apply in writing. Access can be obtained by contacting Council.

Enquiries relating to matters of a confidential nature, court proceedings, private affairs or subject to legal professional privilege will be referred to the General Manager as Principal Officer. It may then be necessary to lodge an application under the GIPA Act and the necessary forms will be provided to you.

It should be noted however that personal information relating to individuals may be protected under the PPIP Act and may not be able to be made available without the consent of the individual/s or organisation/s concerned.

An initial application fee of \$30.00 is required and, dependent on processing time involved, extra charges may also be payable.

The application fee covers the first hour of processing time. A further processing charge of \$30.00 per hour may be applicable. If the application is refused, reasons will be given and information provided on how to appeal the decision.

11. Public Officer – Right to Information Officer

The Director of Corporate Services has been appointed as the Public Officer. Among other duties, the Public Officer may deal with requests from the public concerning Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

The Executive Manager Corporate Governance is Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining

access to Council documents, you may wish to refer your enquiry to the Public Officer.

If you would like to amend a document that you feel is incorrect, you must make written application to the Public Officer in the first instance.

12. Office of the Information Commissioner

If you require any other advice or assistance about access to information you may contact the Office of the Information and Privacy Commissioner by telephone on 1800 472 679 (free call) or by email at ipcinfo@ipc.nsw.gov.au.

Information and Privacy Commission NSW
Level 17, 201 Elizabeth Street
SYDNEY NSW 2000