



BUSINESS PAPER

Ordinary Council Meeting Wednesday, 9 July 2025

Date: Wednesday, 9 July 2025

Time: 9:00 AM

**Location: Shire Chamber
Coonamble**

The Mayor and Councillors are bound by the Oath/ Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of Coonamble Shire and to faithfully and impartially carry out the functions, powers, authorities, and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement. It is also a requirement that the Mayor and Councillors disclose conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with Council's Code of Conduct and Code of Meeting Practice.

**Daniel Keady
Mayor**

Notice is hereby given that an Ordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Wednesday, 9 July 2025 at 9:00 AM.

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1 OPENING MEETING**2 ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the traditional custodians of this land on which we meet today, the Wailwan people and the Gamilaroi people and recognise their continuing connection to land, water and culture. We pay our respects to Elders past, present and emerging.

3 COMMUNITY CONSULTATION**4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS****5 DEPUTATION/DELEGATIONS****6 CONFIRMATION OF MINUTES****RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 18 June 2025 be confirmed as a correct record of the proceedings of the meeting.



MINUTES

**Ordinary Council Meeting
Wednesday, 18 June 2025**

**MINUTES OF COONAMBLE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON WEDNESDAY, 18 JUNE 2025 AT 9:00 AM**

PRESENT: Mayor Daniel Keady, Deputy Mayor Steven Butler, Cr Karen Churchill, Cr Adam Cohen, Cr Paul Fisher, Cr Margaret Garnsey, Cr Phillipa Goldsmith, Cr Ahmad Karanouh, Cr Paul Wheelhouse

IN ATTENDANCE: Bruce Quarmby (Acting General/Director Corporate Services), Kerrie Murphy (Director Infrastructure), Jennifer Maundrell (Executive Manager Corporate Governance), Marina Colwell (Executive Support Officer), Sally Kelly (Executive Assistant), Phillip Perram.

1 OPENING MEETING

The Mayor opened the meeting at 9:02am, advising the attendees of the following:

- The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website and a person's image and/or voice may be broadcast;
- Attendance at the meeting is to be taken as consent by a person to their image and/or voice being webcast (time will be allowed by the Chairperson for people to leave the meeting before it starts);
- All speakers should refrain from making any defamatory comments or releasing any personal information about another individual without their consent;
- Council accepts no liability for any damage that may result from defamatory comments made by persons attending the meetings – all liability will rest with the individual who made the comments;
- The recording will be available on Council's website for a minimum of 12 months and retained as a Council record;
- Individuals acting in a disorderly manner can be asked by the Chairperson to leave the meeting under the Council's Code of Meeting Practice;
- The meeting must not be recorded by others without the prior written consent of the Council in accordance with the Council's Code of Meeting Practice.

2 ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the traditional custodians of this land on which we meet today, the Wailwan people and the Gamilaroi people and recognise their continuing connection to land, water and culture. We pay our respects to Elders past, present and emerging.

3 COMMUNITY CONSULTATION

NIL

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Nil

5 DEPUTATION/DELEGATIONS

Nil

6 CONFIRMATION OF MINUTES**RESOLUTION 2025/147**

Moved: Cr Ahmad Karanouh

Seconded: Cr Paul Fisher

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Thursday, 15 May 2025 and the Extraordinary Council Meeting of the Coonamble Shire Council held on Tuesday, 3 June 2025 be confirmed as a correct records of the proceedings of the meetings.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0**7 DISCLOSURES OF CONFLICTS OF INTEREST****8 DISCLOSURES OF CONFLICTS OF INTEREST**

Cr Wheelhouse declared a pecuniary declaration with the following items:

10.19 Tooraweenah Road Upgrade - As a contractor that may supply services.

Cr Cohen declared a non-pecuniary declaration in the Supplementary Report Item 10.20 Submission to the Draft Delivery Program and Operational Plan as he offered a support letter accompanying a submission.

9 MAYORAL MINUTE

MAYORAL MINUTE

RESOLUTION 2025/148

Moved: Mayor Daniel Keady

Seconded: Cr Phillipa Goldsmith

That the Mayoral Minute for May 2025 be noted.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

10 COMMITTEE REPORTS

9.1 LOCAL TRAFFIC COMMITTEE - MINUTES/REPORT

RESOLUTION 2025/149

Moved: Cr Phillipa Goldsmith

Seconded: Cr Karen Churchill

That the Minutes of the Local Traffic Committee meeting of 13 February 2025 be adopted as a true and accurate record.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

9.2 QUARRY COMMITTEE - MINUTES/REPORT

RESOLUTION 2025/150

Moved: Cr Paul Wheelhouse

Seconded: Cr Paul Fisher

That the Minutes of the Quarry Committee meeting of 28 May 2025 be adopted as a true and accurate record.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

11 REPORTS TO COUNCIL

10.1 CORRESPONDENCE

RESOLUTION 2025/151

Moved: Cr Margaret Garnsey

Seconded: Cr Phillipa Goldsmith

That the Correspondence Report May 2025 be received and noted.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.2 COUNCIL RESOLUTIONS/ACTIONS UPDATE

RESOLUTION 2025/152

Moved: Cr Ahmad Karanouh

Seconded: Cr Paul Fisher

That Council notes the information.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.3 MEMBERSHIP TO FAR NORTH WEST JOINT ORGANISATION**RESOLUTION 2025/153**

Moved: Cr Phillipa Goldsmith

Seconded: Deputy Mayor Steven Butler

- 1. That Council note the information in this report.**
- 2. That Council resolves to accept the offer on an associate membership with the Far North West Joint Organisation.**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.4 PECUNIARY INTEREST RETURNS**RESOLUTION 2025/154**

Moved: Cr Margaret Garnsey

Seconded: Cr Phillipa Goldsmith

That all Councillors and designated persons provide completed disclosure of interest forms to the General Manager by 30 September 2025, for these returns to be publicly tabled at the next Council meeting.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.5 DRAFT PUBLIC INTEREST DISCLOSURES POLICY**RESOLUTION 2025/155**

Moved: Cr Paul Wheelhouse

Seconded: Cr Adam Cohen

That Council:

- 1. Endorses the draft Public Interest Disclosures Policy.**
- 2. Places the draft Public Interest Disclosures Policy on public exhibition for a period of at least 28 days, with submissions invited for a period of at least 42 days.**
- 3. Receives a further report on the draft Public Interest Disclosures Policy after the public submission period is completed.**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0**10.6 COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM****RESOLUTION 2025/156**

Moved: Cr Phillipa Goldsmith

Seconded: Cr Paul Fisher

That Council:

- 1. Endorses the Community Strategic Plan 2025-2035.**
- 2. Adopts the Delivery Program 2025-2029.**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.7 COMMUNITY DEVELOPMENT MONTHLY REPORT

RESOLUTION 2025/157

Moved: Cr Margaret Garnsey

Seconded: Cr Paul Fisher

That Council receives and notes the information in the May 2025 Community Development Report.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

At 10.00am, Deputy Mayor Steven Butler left the meeting.

At 10.02am, Deputy Mayor Steven Butler returned to the meeting.

10.8 DA018/2024- MODIFICATION OF RALSTON QUARRY**RESOLUTION 2025/158**

Moved: Cr Ahmad Karanouh

Seconded: Cr Phillipa Goldsmith

- 1. That Council approves DA018/2024 to modify DA027/2020 by the addition of the following condition:**
- 2. That Council amends Condition 7 of DA027/2020 as follows:**

Stage 1 extraction and processing activities, as defined in Regional Quarries Ralston Quarry Modification Report dated 31 July 2024 are limited to no more than 150,000 tonnes within a year extracted or processed for supply to the Inland Rail Project (Narromine to Narrabri Section) enabling works and associated road upgrade projects.
- 3. That Council amends Condition 8 of DA027/2020 as follows:**

Stage 2 extraction and processing activities, as defined in Regional Quarries Ralston Quarry Modification Report dated 31 July 2024 are limited to no more than 490,000 tonnes per annum over a five (5) year period extracted or processed for supply to the Inland Rail Project (Narromine to Narrabri Section) and associated road upgrade projects. Stage 2 shall not operate until such times as the proponent has provided written notice to Coonamble Shire Council that Stage 1 has been completed and all conditioned pre-requirements are also completed.
- 4. That Council insert Condition 8A of DA027/2020 as follows:**

Stage 3 extraction and processing activities as defined in Regional Quarries Ralston Quarry Modification Report dated 31 July 2024 are limited to no more than 100,000 tonnes per annum over a nineteen (19) year period extracted or processed for supply to the general market. Stage 3 shall not operate until such times as the proponent has provided written notice to Coonamble Shire Council that Stage 2 has been completed. Stage 3 is not permitted to operate at the same time as Stages 1 & 2 except for Stage 1 & 2 rehabilitation works. Prior to commencing Stage 3 the proponent must provide written evidence to Coonamble Shire Council that Stage 2 has been completed and Stages 1 & 2 rehabilitation works have commenced.
- 5. That Council amend Condition 19 of DA027/2020 as follows:**

The existing property access to Tooraweenah Road shall be upgraded by the proponent to by widening the access roadway to allow two heavy vehicles to pass when entering and exiting the property access & bitumen sealing between the existing stock grid and the Tooraweenah Road carriageway prior to Stage 1 haulage commencing.
- 6. That Council amend Condition 20 of DA027/2020 as follows:**
 - a) Prior to any haulage on Weenya Road, Weenya road shall be upgraded to a rural unsealed standard as per the current Austroads Guide to Road Design and the Austroads Guide to Pavement Technology Part 6 and the satisfaction of Coonamble Shire Council,

b) Should Tooraweenah Road remain unsealed prior to the commencement of Stage 2, Tooraweenah Road shall be upgraded to a rural unsealed standard at least 50m east and west of its intersection with Weenya Road as per the current Austroads Guide to Road Design and the Austroads Guide to Pavement Technology Part 6, and to the satisfaction of Coonamble Shire Council,

c) Prior to any haulage on National Park Road, National Park Road shall be upgraded to a rural unsealed standard 50m east and west of its intersection with Weenya Road as per Austroads Guide to Road Design and the Austroads Guide to Pavement Technology Part 6, and to the satisfaction of Coonamble Shire Council.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

At 10.14am, Cr Adam Cohen left the meeting.

At 10.16am, Cr Adam Cohen returned to the meeting.

10.9 PLANNING, REGULATORY & COMPLIANCE PROGRESS REPORT

RESOLUTION 2025/159

Moved: Deputy Mayor Steven Butler

Seconded: Cr Paul Fisher

That the Planning, Regulatory and Compliance Progress Report for May be received and noted.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.10 WASTE MANAGEMENT REPORT JUNE 2025

RESOLUTION 2025/160

Moved: Cr Paul Fisher

Seconded: Cr Margaret Garnsey

That the monthly report on waste management activities be received and noted.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul

Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.11 ECONOMIC DEVELOPMENT & GROWTH

RESOLUTION 2025/161

Moved: Cr Phillipa Goldsmith

Seconded: Cr Paul Fisher

That Council receives and notes the Economic Development and Growth report.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.12 STATUS OF INVESTMENTS - MAY 2025

RESOLUTION 2025/162

Moved: Cr Paul Wheelhouse

Seconded: Cr Phillipa Goldsmith

That Council receives and notes the list of investments from 1 May 2025 to 31 May 2025 and that these investments comply with section 625(2) of the *Local Government Act 1993*, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.13 RATES AND CHARGES COLLECTIONS - MAY 2025

RESOLUTION 2025/163

Moved: Cr Phillipa Goldsmith

Seconded: Cr Paul Fisher

That Council receives and notes the information provided in the rates and charges collections report.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

At 10.27am, Cr Ahmad Karanouh left the meeting.

At 10.28am, Cr Ahmad Karanouh returned to the meeting.

10.14 ADOPTION OF OPERATIONAL PLAN 2025-26**RESOLUTION 2025/164**

Moved: Cr Phillipa Goldsmith

Seconded: Cr Ahmad Karanouh

1. That Council notes the information contained in this report.
2. That the expenditure amounts set out in the 2025-26 draft Operational Plan and Budget as exhibited and attached to the Business Paper as part of Annexure 1 relating to this report, be confirmed and voted for the carrying out of the various works and services of the Council for the 2025-26 financial year.
3. That the 2025-26 draft Operational Plan and Budget, as exhibited in accordance with the provisions of Section 405 of the Local Government Act 1993 and attached to the Business Paper as part of Annexure 1 relating to this report, be adopted by Council as the 2025-26 Operational Plan.
4. That, in accordance with the provisions of Section 535 of the *Local Government Act 1993* (NSW), Council makes, fixes, and levies the Rates and Charges for the 2025-26 financial year for the following rating categories:
5. Residential – Coonamble:

A Residential – Coonamble rate of 1.5505 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$570.00 per annum;

A Residential – Coonamble rate of 1.5505 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$570.00 per annum:

Residential – Gulargambone:

A Residential – Gulargambone rate of 1.088 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$570.00 per annum;

Residential – Village:

A Residential – Village rate of 1.377 cents in the dollar on the current land values of all rateable land in the village of Quambone, with a minimum rate of \$560.00 per annum:

Farmland:

A Farmland rate of 0.25070 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a minimum rate of \$455.00 per annum;

Small Rural Holdings:

A Small Rural Holding rate of 0.78060 cents in the dollar on the current land values of all rateable land in the Local Government Area being small rural holdings, with a minimum rate of \$590.00 per annum;

Rural Residential:

A Rural Residential rate of 0.634 cents in the dollar on the current land values of all rateable land in the Local Government Area being rural residential, with a minimum rate of \$560.00 per annum;

Business:

A Business rate of 2.1250 cents in the dollar on the current land values of all rateable land in the Local Government Area being Business, with a minimum rate of \$620.00 per annum.

- 6. That the Schedule of Fees and Charges, exhibited as part of Council's draft 2025-26 Operational Plan and attached to this paper be made, fixed and charged for the 2025-2026 financial year.**
- 7. That Council makes, fixes, and levies the following charges in accordance with the provisions of Section 552 and Section 501(1) and Section 502 of the *Local Government Act 1993* on such land which water is connected or able to be connected to for the year ending June 2065:**

Town/Village	Access Charge (\$20mm)	Usage Charge – 1st Tier (c/kl)	2nd Tier Pricing Limit (kl)	Usage Charge 2nd Tier (c/kl)
Coonamble	460	170	450	260
Gulargambone	540	130	450	200
Quambone	540	160	430	260

The Access Charges as above are for 20mm services, the charges below allow for the size of the water meters as required by best practice pricing. The resulting charges are shown in the table following:

Item	Coonamble (\$)	Gulargambone (\$)	Quambone (\$)
Access charge (20mm meter)	460	540	540
Access charge (25mm meter)	720	850	850

Access charge (40mm meter)	1,840	2,160	2,160
Access charge (50mm meter)	2,875	3,375	3,375
Access charge (75mm meter)	6,468	7,590	7,590
Access charge (100mm meter)	11,500	13,500	13,500

8. That Council makes, fixes and levies the following charges in accordance with the provisions of Section 501(1), Section 502 and Section 552 of the Local Government Act 1993 on such land which sewer is connected or able to be connected to for the year ended June 2026.

Residential Sewerage – Coonamble

Sewerage availability charge of \$890.00 per annum per assessment.

Residential Sewerage – Gulargambone

Sewerage availability charge of \$890.00 per annum per assessment.

Sewerage – Coonamble Flats

Sewerage availability charge of \$690.00 per annum per unit.

Sewerage – Gulargambone Flats

Sewerage availability charge of \$810.00 per annum per unit.

Non-residential Sewerage - Coonamble

Sewer charge for Non-residential Sewerage – Coonamble is not less than a minimum charge of \$890.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 410 cents per kilolitre.

Non-residential Sewerage - Gulargambone

Sewer charge for Non-residential Sewerage – Gulargambone is not less than a minimum charge of \$890.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 410 cents per kilolitre.

9. That Council makes, fixes and levies the following charges in accordance with the provisions of Section 496, Section 501 and Section 502 of the Local Government Act 1993 for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a

property owner to a 240-litre weekly garbage service per assessment – unless otherwise indicated):

Particulars	2025-26 Charge per annum (\$)
Domestic – Coonamble Occupied	550.00
Domestic Coonamble – additional Service (per additional service)	310.00
Commercial – Coonamble Occupied	550.00
Commercial Coonamble – additional Service (per additional service)	310.00
Commercial Coonamble – Coonamble Occupied (Biweekly service) per service	860.00
Domestic – Gulargambone Occupied	550.00
Domestic Gulargambone – additional Service (per additional service)	310.00
Commercial – Gulargambone Occupied	550.00
Commercial Gulargambone – additional Service (per additional service)	310.00
Domestic – Quambone Occupied	550.00
Domestic Quambone – additional Service (per additional service)	310.00
Commercial – Quambone Occupied	550.00
Commercial Quambone – additional Service (per additional service)	310.00
Coonamble/Vacant Land – within scavenging area	110.00
Gulargambone/ Vacant Land – within scavenging area	110.00
Quambone/Vacant Land – within scavenging area	110.00

Rural Waste Charge – Land outside collection area (Local Government Act 1993 – Section 501)	45.00
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10. That Council, in accordance with the provisions of Section 566(3) of the *Local Government Act 1993*, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2026. The rate interest payable on overdue rates and charges for the 2025-26 financial year will be 10.5% per annum.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

Supplementary Report Item 10.20 be dealt with at 10.02am

10.15 APPLICATIONS FOR FINANCIAL ASSISTANCE UNDER COUNCIL'S DONATIONS POLICY**RESOLUTION 2025/165**

Moved: Cr Ahmad Karanouh

Seconded: Cr Paul Fisher

- 1. That Council notes the information in this report.**
- 2. Council resolves to agree to provide financial assistance in accordance with the recommendations from the Donations Committee as follows:**
 - i) Eleanor Bryant Memorial Scholarship Fund \$ 2,000.00**
 - ii) St Barnabas Anglican Parish of Coonamble \$ 2,000.00**
 - iii) MTMFM Coonamble Community Radio \$10,000.00**
 - iv) Coonamble Clay Target Club \$10,000.00**
 - v) Meals on Wheels \$ 2,000.00**
 - vi) Coonamble Theatrical Society \$ 2,000.00**
 - vii) Coonamble Royal Far West \$ 2,000.00**
 - viii) Gulargambone Showground Trust \$ 4,000.00**
 - ix) Quambone Resources Committee \$ 2,000.00**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.16 COUNCILLOR FEES 2025-26 - LOCAL GOVERNMENT RENUMERATION**RESOLUTION 2025/166**

Moved: Cr Ahmad Karanouh

Seconded: Cr Adam Cohen

That Council increases Councillor fees for the 2025-26 financial year by 3.00%, with effect from 1 July 2025, noting that the fees will be as follows:

- 1. Mayor: \$12,230 plus \$23,200 being a total of \$35,430 per annum.**
- 2. Councillor: \$12,230 each per annum.**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith and Ahmad Karanouh

Against: Cr Paul Wheelhouse

CARRIED 8/1

10.17 GOVERNMENT GRANTS AND SUBSIDIES RECEIVABLE UPDATE**RESOLUTION 2025/167**

Moved: Cr Phillipa Goldsmith

Seconded: Cr Margaret Garnsey

That Council receive and note the information contained in the May 2025 Government grants and receivables update.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

10.18 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS**RESOLUTION 2025/168**

Moved: Deputy Mayor Steven Butler

Seconded: Cr Margaret Garnsey

- 1. That the information be received and noted on the works in progress within Council's Infrastructure Directorate.**
- 2. That the Water Treatment Plant capital renewal budget be increased by \$70,000 to allow for the urgent critical asset replacement.**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith and Ahmad Karanouh

Against: Nil

CARRIED 8/0

At 10.33am, Cr Paul Wheelhouse left the meeting.

10.19 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE

RESOLUTION 2025/169

Moved: Cr Phillipa Goldsmith

Seconded: Cr Margaret Garnsey

That the report be received and noted on the progress of the Tooraweenah Road Upgrade Project.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith and Ahmad Karanouh

Against: Nil

CARRIED 8/0

At 10.35am, Cr Paul Wheelhouse returned to the meeting.

10.20 SUPPLEMENTARY BUSINESS - SUBMISSION TO THE DRAFT DELIVERY PROGRAM AND OPERATIONAL PLAN

RESOLUTION 2025/170

Moved: Cr Ahmad Karanouh

Seconded: Cr Margaret Garnsey

That Council accepts the following item, 10.20 - submission to the Draft Delivery Program and Operational Plan, as supplementary business.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

RESOLUTION 2025/171

Moved: Cr Ahmad Karanouh

Seconded: Cr Phillipa Goldsmith

1. **That Council notes the information within this report.**
2. **That Council request the General Manager undertake the following.**
 - (a) **Enter discussions with representatives from Edraak Insight with a view to establishing a viable funding model or options to enable the continuation of the Youth Empowerment Program.**
 - (b) **That once these discussions have been completed a report be brought back to Council for its consideration.**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

12 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

Nil

Break for morning tea at 10.37

Meeting resumes 10.55am

13 CONFIDENTIAL MATTERS**RESOLUTION 2025/172**

Moved: Cr Paul Fisher

Seconded: Cr Margaret Garnsey

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

12.1 Closed (Public Excluded) Extraordinary Council Meeting of the Coonamble Shire Council - 3 June 2025**12.2 Risk Appetite Statement**

This matter is considered to be confidential under Section 10A(2) - d(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council.

12.3 Tender SPT062526COO Provision of an Aggregate and Road Base Crushing Campaign

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

12.4 Tender SPT072526COO Provision of Drilling and Blasting Services

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

12.5 Recruitment of Interim General Manager

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

12.1 CLOSED (PUBLIC EXCLUDED) EXTRAORDINARY COUNCIL MEETING OF THE COONAMBLE SHIRE COUNCIL - 3 JUNE 2025

RESOLUTION 2025/173

Moved: Cr Paul Fisher

Seconded: Deputy Mayor Steven Butler

That the minutes of the Closed (Public Excluded) Extraordinary Council Meeting of the Coonamble Shire Council held on Tuesday, 3 June 2025 be confirmed as a correct record of the proceedings of the meeting.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

12.2 RISK APPETITE STATEMENT

RESOLUTION 2025/174

Moved: Cr Phillipa Goldsmith

Seconded: Cr Paul Fisher

That Council adopts the reviewed Risk Appetite Statement.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

12.3 TENDER SPT062526COO PROVISION OF AN AGGREGATE AND ROAD BASE CRUSHING CAMPAIGN**RESOLUTION 2025/175**

Moved: Cr Ahmad Karanouh

Seconded: Cr Paul Wheelhouse

- 1. That the tenderers representing best value be awarded this contract as the Panel Source suppliers to Coonamble Shire Council for the period 1 July 2025 to 30 June 2028, and**
- 2. That a provision be allowed for a 12-month extension based on satisfactory supplier performance, which may take this contract through to 30 June 2029.**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith and Ahmad Karanouh

Against: Cr Paul Wheelhouse

CARRIED 8/1

12.4 TENDER SPT072526COO PROVISION OF DRILLING AND BLASTING SERVICES**RESOLUTION 2025/176**

Moved: Cr Phillipa Goldsmith

Seconded: Cr Karen Churchill

- 1. That the tenderers representing best value be awarded this contract as the Panel Source suppliers to Coonamble Shire Council for the period 1 July 2025 to 30 June 2028, and**
- 2. That a provision be allowed for a 12-month extension based on satisfactory supplier performance, which may take this contract through to 30 June 2029.**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

At 11.31am, Phillip Perram left the meeting.

12.5 RECRUITMENT OF INTERIM GENERAL MANAGER

RESOLUTION 2025/177

Moved: Cr Ahmad Karanouh

Seconded: Cr Margaret Garnsey

1. **That Council receives and notes the Mayor's Interim General Manager recruitment report.**
2. **That, in accordance with the delegated negotiations, Council appoint Mr Phillip Perram as Interim General Manager with Coonamble Shire Council on a temporary contract of employment for a minimum period of 3 months but not more than 12 months, or until a permanent appointment has been made for the position.**

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

At 11.35am Phillip Perram returned to the meeting.

RESOLUTION 2025/178

Moved: Cr Ahmad Karanouh

Seconded: Deputy Mayor Steven Butler

That Council moves out of Closed Council into Open Council.

In Favour: Crs Daniel Keady, Steven Butler, Karen Churchill, Adam Cohen, Paul Fisher, Margaret Garnsey, Phillipa Goldsmith, Ahmad Karanouh and Paul Wheelhouse

Against: Nil

CARRIED 9/0

14 CONCLUSION OF THE MEETING

The Meeting closed at 11.40am.

The minutes of this meeting were confirmed at the Council held on 9 July 2025.

.....
CHAIRPERSON

7 DISCLOSURES OF CONFLICTS OF INTEREST

8 MAYORAL MINUTE

MAYORAL MINUTE

File Number: M3

Author: Daniel Keady-Mayor

Authoriser: Daniel Keady, Mayor

Annexures: Nil

I am pleased to deliver the Mayoral report for May.

- **Governor Visit**

The recent visit of Her Excellency the Honourable Margaret Beazley AC KC, Governor of New South Wales, to Coonamble on 19 June 2025 was a resounding success and a proud moment for the local community.

Accompanied by Mr Dennis Wilson, the Governor began her afternoon in Coonamble with a tour of the Outback Arts Gallery, where she viewed the Waste2Art Exhibition and the Material Girls Quilt Exhibition, showcasing the region's vibrant creative talent. The Vice-Regal couple then attended a Youth Reception at McCullough Hall, engaging warmly with young people involved in local empowerment initiatives.

The day concluded with a Civic Reception at the Plaza Theatre, hosted by the Coonamble Shire, where the Governor met with community leaders, residents, and representatives from various local organisations. The visit highlighted the strength and spirit of the Coonamble community and was a meaningful celebration of regional culture, youth engagement, and civic pride.

- **Representations on retention of policing at Gulargambone**

I have made representations to our local member Mr. Roy Butler M.P. regarding the retention of policing services in Gulargambone have been a key focus for local leaders and community advocates, who are committed to ensuring continued police presence in the town. With Gulargambone recently reclassified as a "Special Remote" location, officers stationed there are now eligible for significantly increased incentive payments—up to \$31,000 over five years—under the new Police Association of NSW (PANSW) agreement.

This reclassification acknowledges the unique challenges faced by officers in small, remote communities and aims to improve recruitment and retention. Local authorities have emphasised the importance of maintaining a consistent police presence to support community safety, deter crime, and foster trust between residents and law enforcement. The community has welcomed these developments as a positive step toward securing long-term policing in Gulargambone.

- **Country Mayors Association Representations**

I have supported The Country Mayors Association of NSW (CMA) has issued a strong and united media release calling for the urgent restoration of Commonwealth funding to local governments across rural and regional New South Wales. Chairman Mayor Rick Firman OAM highlighted the alarming decline in Financial Assistance Grants (FAGs), which have dropped from 1% of Commonwealth taxation revenue in 1996 to just 0.5%.

The CMA emphasised that country councils face unique challenges, including vast geographic areas, limited public transport, and the need to deliver services across multiple locations. These factors significantly increase operational costs and make centralisation impractical.

The Association has written to the Prime Minister and other federal leaders, urging them to commit to restoring FAGs to their original levels and to meet with CMA representatives to discuss financial sustainability.

The media release underscores the CMA's commitment to equity and its determination to ensure that rural communities receive the support they need and deserve.

- **Meeting inland Rail**

Inland Rail representatives briefed Council in respect of the current status and the progression to flood design consultation.

Council raised the realignment of roads, the impact on roads infrastructure as a result of changed hydrology and the potential for end of "site camp" relocation of buildings suitable for housing to help the help address the chronic housing shortage.

The interim CEO and Head of Engineering are expected to be in Coonamble in the first week in September.

RECOMMENDATION

That the Mayoral Minute for June 2025 be noted.

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

2.1 2024-2025 RELATED PARTY DISCLOSURE RETURNS AND REVIEW OF COUNCIL'S ADOPTED RELATED PARTY DISCLOSURE POLICY

File Number: Policies - P15

Author: Bruce Quarmby-Director Corporate Services

Authoriser: Phillip Perram, General Manager

Annexures:

1. **Related Party Disclosure Policy - Highlighting changes to the policy.** [↓](#) 
2. **Related Party Disclosure Policy for Public Exhibition** [↓](#) 
3. **Related Party Disclosure - KMP Form.** [↓](#) 
4. **Related Party Disclosure - Privacy Collection Notice** [↓](#) 

PURPOSE

The purpose of this report is twofold:

1. To convey to Councillors and designated persons, the requirement to lodge Disclosure by Key Management Personnel forms with the General Manager.
2. To provide Council with a reviewed Related Party Disclosure Policy for consideration and adoption.

BACKGROUND

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general-purpose financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures July 2015 (AASB 124)*.

Related parties include Council's Key Management Personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly control.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

Each KMP must provide a Related Party Disclosure, in the approved form, notifying any existing or potential related party transactions between Council and any related parties of the KMP, to the Director Corporate Services by no later than the following periods during a financial year:

- 30 days after the commencement of the application of this policy.
- 30 days after a KMP commences their term or employment with Council.
- 30 November (each year); and

- 30 June (each year).

Moving onto the subject of the review of Council's adopted Related Party Disclosure Policy it was last reviewed and adopted by Council in July 2021 and as such is due for a review. The document has been reviewed in consultation with relevant staff.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4. Governance is open and transparent.

(b) Financial Considerations

There are no direct financial considerations for Council, however, the policy and subsequent declarations required are necessary to ensure Council's compliance with the accounting standard AASB 124.

COMMENTARY

Given the nature of information disclosed in the return, Council acknowledges that the returns may contain personal information about the person concerned, and, about third parties such as family members.

Whilst the report provides an overview of the subject, further information regarding the completion of the disclosure of KMP return has been provided to Council in the annexures to this report.

In formulating the revised Policy for Council's consideration, the following areas were identified by management as requiring further strengthening and improvement:

- The inclusion of additional background information at the beginning of the policy.
- The definition of a KMP has been expanded to include Executive Managers and staff who relieve a KMP role for a continuous period for at least three (3) months.
- The legislative provision contained within the policy have been updated to reflect current legislation.

For Council's information several other minor amendments have been made to the draft Related Party Disclosure Policy. These adjustments are shown in red in the draft Policy attached as an annexure to this report.

A copy of the draft Related Party Disclosure Policy that will be placed on public display has also been included as an annexure to the report for Council's information.

As the draft policy has undergone a significant review and to promote open and transparent governance, it would be prudent for Council to place the policy on public exhibition for 28 days and invite comment from the community.

(a) Governance/Policy Implications

L1.4.4. Governance is open and transparent.

(b) Legal Implications

In accordance with the provisions contained within both the local *Government (General) Regulations 2021* and the *Local Government Act 1993 (LGA 1993)* Councillors and key management personnel are

required to declare all related party interests, regardless of nature of the interest i.e. pecuniary or non-pecuniary.

Should a Councillor fail to declare a pecuniary interest, under *s440F LGA 1993*, the failure to do so would be deemed as misconduct. Depending on the nature of the misconduct the following consequences may apply.

- The Office of Local Government can surcharge a Councillor (s435 LGA 1993) for any deficiency or loss incurred by the Council as a consequence of negligence or misconduct.
- The Minister may suspend a Council (s438I LGA 1993)
- Serious corrupt conduct can result in dismissal and disqualification from civic office for up to 5 years (s440B LGA 1993)

(c) Social Implications

There are no social implications directly attached to this report.

(d) Environmental Implications

There are no environmental implications directly attached to this report.

(e) Economic/Asset Management Implications

There are no economic/asset management implications directly attached to this report.

(f) Risk Implications

The requirement for Councillors and other Key Management Personnel to complete and lodge a Related Party Disclosure assists as an important risk mitigation strategy. It assists with the identification and management of potential conflicts of interest that may arise in the operations of Council.

CONCLUSION

Councillors and designated persons must provide a duly completed related party disclosure in the form set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members, or entities controlled or jointly controlled by them, or any of their close family members.

Council's Related Party Policy has been reviewed and amended to ensure compliance with both legislative and operational requirements. The amendments to the policy have been designed to address the shortcomings identified by Council staff, whilst taking into consideration current best practise philosophy.

RECOMMENDATION

That Council

1. Note the report.

2. Note that all Councillors and designated persons are required to provide the General Manager with their duly completed “Related Party Disclosure by Key Management Personnel” forms by the 31 August 2025.
3. Place the draft Related Party Disclosure Policy 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 Council’s further consideration and adoption of the Related Party Disclosure Policy (with or without change).
4. Adopt the Related Party Disclosure Policy without any changes, if no submissions are received.



DRAFT RELATED PARTY DISCLOSURE POLICY

1. BACKGROUND

The Related Party Disclosure Policy is a local policy to ensure that Coonamble Shire Council's Financial Statements contain disclosures necessary to comply with the Australian Accounting Standards AASB 124 – Related Party Disclosures.

Related party relationships are a normal feature of commerce and business. A related party relationship could have an effect on the profit or loss and financial position of Council. A related party relationship could have an effect on the profit or loss and financial position of Council. Related parties may enter into transactions that unrelated parties would not. For example, an entity that sells goods to its parent at cost might not sell on those terms to another customer.

In addition, the profit or loss and financial position of an entity may be affected by a related party relationship even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the entity with other parties.

Council is committed to responsible corporate governance, including compliance with laws and regulations governing related party transactions.

2. PURPOSE

~~This Policy has been developed to provide guidance in complying with the Local Government Act 1993, section 413(3), which requires Council to prepare its General Purpose Financial Statements in compliance with Australian Accounting Standards. The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting for Council to satisfy the requirements of the Australian Accounting Standard AASB 124 – Related Party Disclosures. The relevant standard for the purpose of this Policy is AASB 124 Related Party Disclosures, July 2015 (AASB 124).~~

3. POLICY OBJECTIVE

The objective of the Policy is to ensure that the existence of certain related party relationships, related party transactions and information about the transactions, necessary for users to understand the potential effects on the Financial Statements are properly identified, recorded in Council's systems, and disclosed in Council's General Purpose Financial Statements in compliance with AASB 124, the *Privacy and Personal Information Protection Act 1998* [PPIPA] and the *Government Information (Public Access) Act 2009* [GIPAA].

4. LEGISLATION

This policy is to be read in conjunction with the following:

- *Australian Accounting Standards AASB124 Related Party Disclosures.*
- *Australian Accounting Standards AASB10 Consolidated Financial Statements.*
- *Local Government Act 1993.*
- *Local Government (General) Regulation ~~2005~~2021*
- *Privacy and Personal Information Protection Act 1998 (PPIP Act)*
- *Government Information (Public Access) Act 2009 (GIPA Act)*

5. APPLICATION/SCOPE

This policy relates only to relationships with persons and entities identified as Related Parties under the definitions provided within this policy. As such this policy shall be applied in:

- Identifying related party relationships; related party transactions, and ordinary citizen transactions concerning Key Management Personnel [KMP], their close family members and entities controlled or jointly controlled by any of them.
- Identifying information about the related part transaction for disclosure.
- Establishing systems to capture and record related party transactions and information about those transactions.
- Identifying the circumstances in which disclosure of the of related party relationships and related party transactions is required.
- Determining the disclosures to be made about those items in Council's General Purpose Financial Statements for the purpose of complying with *AASB124*.

6. POLICY

6.1 ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's Related Party Disclosure Policy. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

6.2 PRIVACY OBLIGATIONS

The following information is classified as confidential and is not available for inspection by or disclosure to the public, including through a GIPAA application:

RELATED PARTY DISCLOSURE POLICY – JULY 2025
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- (a) Information (including personal information) provided by a KMP in a related party disclosure; and
- (b) Personal information contained in a register of related party transactions.

6.2.1 When Consent is Required.

Except as specified in this Policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

6.2.2 Permitted Recipients.

The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register of related party transactions for the purposes specified in Section 6.2.3:

- The General Manager.
- The Responsible Accounting Officer, ~~Executive Leader of Corporate and Sustainability~~ Director Corporate Services, Manager of Finance and Procurement.
- An Auditor of Council (including an Auditor from the NSW Auditor General's Office).
- Other Officers as delegated by the General Manager.

6.2.3 Permitted Purposes.

A person specified in Section 6.2.2 may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of related party transactions for the following purposes:

- To assess and verify a notified related party transaction.
- To reconcile identified related party transactions against those notified in a related party disclosure or contained in a register of related party transactions.
- To comply with the disclosure requirements of AASB 124.
- To verify compliance with the disclosure requirements of AASB 124.

An individual may access their personal information provided by a KMP in a related party disclosure or contained in a register of related party transactions in accordance with *Council's Privacy Management Plan*.

6.2.4 Government Information (Public Access) (GIPA) Status.

RELATED PARTY DISCLOSURE POLICY – JULY 2025
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The following documents are not open to or available for inspection by the public:

- Related party disclosure provided by a Key Management Personal.
- The register of related party transactions.

This is in accordance with the provisions set out within Section 14 Public interest considerations against disclosure of *the GIPA Act*.

6.3 AASB 124 DISCLOSURE REQUIREMENTS

6.3.1 Disclosures.

To comply with AASB 124, for annual periods beginning on or after 1 July 2016, Council will make the following disclosures in its General-Purpose Financial Statements:

- (a) Relationships between Council and its subsidiaries, irrespective of whether there have been transactions between them.
- (b) Key Management Personnel (KMP) compensation in total and for each of the following categories:
 - (i) Short-term employee benefits.
 - (ii) Post-employment benefits.
 - (iii) Other long-term benefits; and
 - (iv) Termination benefits.
- (c) Amounts incurred by Council for the provision of KMP services that are provided by a separate management entity.
- (d) The information specified in Section 1.2 for related party transactions with the following persons during the periods covered by the Financial Statement:
 - (i) Council subsidiaries.
 - (ii) Entities who are associates of Council or of a Council subsidiary.
 - (iii) Joint ventures in which Council or a Council subsidiary is a joint venture party.
 - (iv) Council's KMP.
 - (v) Other related parties, comprising:
 - (a) A close family member of a KMP of Council.
 - (b) Entities controlled or jointly controlled by a KMP of Council.
 - (c) Entities controlled or jointly controlled by a close family member of a KMP of Council.
 - (d) Other entities as specified in AASB 124, paragraph 9(b)(iii), (iv), (v) and (viii).

6.3.2 Disclosed Information.

For each category of related party transactions specified in section 6.3.1 (d), Council will disclose the following information in Council's General Purpose Financial Statements:

- The nature of the related party relationship.

- The amount of the transactions.
- The amount of outstanding balances, including commitments, and:
 - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - details of any guarantees given or received.
- Provisions for doubtful debts related to the amount of outstanding balances; and
- The expense recognised during the period in respect of bad or doubtful debts due from related parties.

6.3.3 Disclosed in Aggregate or Separate Information.

For each related party category specified in section 6.3.1(d), Council will disclose information specified in section 6.3.2 for related part transactions of a similar nature in aggregate, except when separate disclosure is necessary for an understanding of the effects of related party transactions on the General-Purpose Financial Statements of Council, having regard to the following criteria:

- The nature of the related party relationship.
- The significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council).
- Whether the transaction is carried out on non-arm's length terms.
- Whether the nature of the transaction is outside normal day-to-day business operations, based on the factors and thresholds determined by the Responsible Accounting officer in consultation with the ~~Executive Leader of Corporate and Sustainability~~Director Corporate Services, the General Manager and Council's external auditor.

6.4 IDENTIFYING COUNCIL RELATED PARTY RELATIONSHIPS AND TRANSACTIONS

6.4.1 Identification.

The Responsible Accounting Officer is responsible for identifying Council subsidiaries, associates and joint ventures (incorporated and unincorporated) from the Related Entities Register, a document which is prepared to substantiate ~~Note 19~~Note F1 of the Financial Statements "~~Interests in Other Entities~~Related party disclosures".

6.4.2 Control or Joint Control.

To determine whether Council has control or joint control of an entity, the Responsible Accounting Officer is responsible for applying Australian Accounting Standards AASB 10 Consolidated Financial Statements and AASB 11 Joint Arrangements.

6.4.3 Associate or Joint Venture.

To determine whether an entity is an associate of, or in a joint venture with, Council or a Council subsidiary the Responsible Accounting Officer is responsible for applying AASB 128 investments in associates and joint ventures.

6.4.4 Electronic Investigation.

The Responsible Accounting Officer is responsible for investigating through Council's business system whether any identified Council subsidiaries, associates or joint ventures have an existing related party transaction with Council.

6.4.5 Information Extraction.

The Responsible Accounting Officer is responsible for identifying and extracting information specified in Section 6.3.2 against each existing related party transaction in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

6.4.6 Manual Investigation and Recording of Information.

For related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and record the information specified in Section 6.3.2 for the subject transaction in the register of related party transactions.

6.5 IDENTIFYING RELATED PARTY TRANSACTION WITH KMP AND THEIR CLOSE FAMILY MEMBERS

6.5.1 Related Party Disclosures.

The method of identifying close family members and associated entities of KMP's will be by KMP self-assessment. As such a KMP must provide a related party disclosure in the form set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, subject to Section 3.5, to the Executive Leader of Corporate and Sustainability Director Corporate Services by no later than the following periods during a financial year (specified notification period):

- 30 days after the commencement of the application of this Policy.
- 30 days after a KMP commences their term or employment with Council.
- 30 November each year.
- 30 June each year.

6.5.2 Related Party Disclosure Form.

At least 30 days before a specified notification period, the Executive Support Officer will provide each KMP with a Related Party Disclosure Form (Attachment A) and a Privacy Collection Notice (Attachment B).

6.5.3 Suspected Related Party Transaction.

If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a related party disclosure to the ~~Executive Leader of Corporate and Director Corporate Services~~Sustainability for consideration and determination.

6.5.4 Other Notification.

The notification requirements ~~contained with this policy in Section 3~~ are in addition to the notifications a KMP must make to comply with:

- Council's adopted Code of Conduct; and
- The disclosure of interests in a written return pursuant to section ~~450A-440~~ of the Local Government Act 1993 and Local Government (General) Regulation ~~2005~~2021.

6.5.5 Exclusions.

The notification requirements in Section 3 do not apply to:

- Related party transactions that are ordinary citizen transactions not assessed as being material as determined under Section 4; and
- The Mayor and Councilors' expenses incurred, and facilities provided during the financial year under Council's Payment of Expenses and Provision of Facilities to Mayor and Councilors' Policy, the particulars of which are contained in Council's Annual Report pursuant to the Local Government (General) Regulation ~~2005~~2021, clause 217.

6.5.6 Information Extraction.

The Responsible Accounting Officer is responsible for identifying information specified in Section 1.2 against each notified related party transaction in Council's business systems for the purpose of recording the related party transactions and associated information in the register of related party transactions.

6.5.7 Other Sources of Information.

To ensure all related party transactions are captured and recorded, the Responsible Accounting Officer is responsible for reviewing, if required, other sources of information held by Council including, without limitation:

- A prior year register of related party transactions.
- The minutes of Council and committee meetings.
- Council's Contracts Register.

6.5.8 Manual Investigation and recording of Information.

For notified related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and record the information specified in Section 6.3.2 for the subject transaction in the register of related party transactions.

6.6 ORDINARY CITIZEN TRANSACTIONS

6.6.1 Non-material in Nature.

A KMP is not required to notify in a related party disclosure and Council will not disclose in its Financial Statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature.

6.6.2 Material in Nature.

A KMP is required to notify in a related party disclosure and Council will disclose in its Financial Statements in accordance with Section 6.3, related party transactions that are ordinary citizen transactions assessed to be material in nature.

6.6.3 Materiality Assessment.

The Responsible Accounting Officer is responsible for reviewing and assessing the materiality of related party transactions that are ordinary citizen transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the Financial Statements having regard to the criteria specified in Section 6.3.3.

As a general rule, Council will utilise \$10,000 as the threshold for materiality.

6.6.4 Information Extraction.

The Responsible Accounting Officer is responsible for identifying information specified in Section 6.3 against each notified related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

6.7 REGISTER OF RELATED PARTY TRANSACTIONS

6.7.1 Maintain a Register

The Responsible Accounting Officer is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information specified in Section 6.3.2 for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

6.7.2 Contents of Register.

The contents of the register of related party transactions must detail for each related party transaction:

- The description of the related party transaction.
- The name of the related party.
- The nature of the related party's relationship with Council.
- Whether the notified related party transaction is existing or potential.
- A description of the transactional documents the subject of the related party transaction.
- The information specified in Section 6.3.2.

The Responsible Accounting Officer is responsible for ensuring that the information specified in Section 6.3.2 is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124, subject to Section 6.3.3.

7 DEFINITION

Term	Definition
Act	<i>Local Government Act 1993.</i>
Council	Coonamble Shire Council.
Arm's length terms	Terms between parties that are reasonable in the circumstances of the transaction that would result from: (a) Neither party bearing the other any special duty or obligation; and (b) The parties being unrelated and uninfluenced by the other; and each party having acted in its own interest.
Associate	In relation to an entity (the first entity), an entity over which the first entity has significant influence.

Close family member or close members of the family	In relation to a KMP, family members who may be expected to influence, or be influenced by that KMP in their dealings with Council will include: (a) That person's children and spouse or domestic partner. (b) Children of that person's spouse or domestic partner; and (c) Dependants of that person or that person's spouse or domestic partner. For the purpose of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with Council.
Control	Control of an entity is present when there is: (a) Power over the entity; and (b) Exposure or rights to variable returns from involvement with the entity; and (c) The ability to use power over the entity to affect the amount of returns received as determined in accordance with AASB 10 Consolidated Financial Statements, Paragraphs 5 to 18, Appendices A (Defined Terms) and B (Application Guidance).
Joint control	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Joint venture	An arrangement of which two or more parties have joint control and have right to the net assets of the arrangement.
Joint venture party	A party to a joint venture that has joint control of that joint venture.
Key management personnel (KMP)	Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, KMP of Council are the: <u>(a) Mayor.</u> <u>(b) Councillors.</u> <u>(c) General Manager.</u> <u>(d) Executive Leaders/Directors.</u> <u>(e) Public Officer/Executive Managers.</u> <u>(f) Any person who fills an above role in an 'acting' capacity for a continuous period for at least three (3) months.</u>

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RELATED PARTY DISCLOSURE POLICY – JULY 2025

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KMP Compensation	<p>All forms of consideration paid, payable or provided in exchange for services provided and may include:</p> <ul style="list-style-type: none"> • Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within 12 months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees. • Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care. • Other long-term employee benefits, including long service leave or sabbatical leave, jubilee or other long service benefits, long-term disability benefits and, if they are not payable wholly within 12 months after the end of the period, profit sharing, bonuses and deferred compensation. • Termination benefits; and • Share-based payment.
Materiality	The assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements.
Ordinary citizen transactions	<p>Transactions that an ordinary citizen would undertake with Council, which are undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities.</p> <p>Examples of ordinary citizen transactions assessed to be not material in nature are:</p> <ol style="list-style-type: none"> (a) Paying rates and utility charges. (b) Using Council's public facilities after paying the corresponding fees.
Ratepayer	The person liable for payment of Rates and Charges for the property in accordance with <i>section 560 of the Local Government Act, 1993</i> .
Related party	<p>A person or entity that is related to Council pursuant to the definition contained in AASB 124, Paragraph 9. Examples of related parties of Council are:</p> <ol style="list-style-type: none"> (a) Council subsidiaries.

RELATED PARTY DISCLOSURE POLICY – JULY 2025

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	<p>(b) KMP.</p> <p>(c) Close family members of KMP.</p> <p>(d) Entities that are controlled or jointly controlled by KMP or their close family members.</p>
Related party transaction	<p>A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged.</p> <p>Examples of related party transactions are:</p> <p>(a) Purchases or sales of goods.</p> <p>(b) Purchases or sales of property and other assets.</p> <p>(c) Rendering or receiving of services.</p> <p>(d) Rendering or receiving of goods.</p> <p>(e) Leases.</p> <p>(f) Transfers under licence agreements.</p> <p>(g) Transfers under finance arrangements (example: loans).</p> <p>(h) Provision of guarantees (given or received).</p> <p>(i) Commitments to do something if a particular event occurs or does not occur in the future.</p> <p>(j) Settlement of liabilities on behalf of Council or by Council on behalf of that related party.</p>
Related party disclosure	<p>A document entitled Related Party Disclosure by Key Management Personnel in the form set out in Attachment A.</p>
Significant influence	<p>The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard AASB 128 Investments in Associates and Joint Ventures, Paragraphs 3, 5 and 6.</p>

Title: Related Party Disclosure Policy		
Department: Corporate and Sustainability		
Version	Date	Author
1	February 2017	B Quarmby
2	July 2021	B Quarmby
<u>3</u>	<u>July 2025</u>	<u>B Quarmby</u>
Review Date: <u>2024</u>2028		
Amendments in the release: <ul style="list-style-type: none"> • <u>Position Titles have been updated.</u> • <u>Updated legislative provisions to reflect current legislation.</u> • <u>Additional background information has been included in the policy.</u> • <u>The definitions of a KMP have been expanded to include Executive Managers and staff relieving in executive leadership roles for a period of three (3) consecutive months.</u> 		
Amendment History	Date	Detail
Included: Statement of Ethics Update: Position Titles following organisational restructure	July 2021	
Annexure Attached: Attachment A – Related Party Disclosure Attachment B – Related Party Disclosure KMP <u>Hein Basson</u> General Manager		

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RELATED PARTY DISCLOSURE POLICY – JULY 2025
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DRAFT RELATED PARTY DISCLOSURE POLICY

1. BACKGROUND

The Related Party Disclosure Policy is a local policy to ensure that Coonamble Shire Council's Financial Statements contain disclosures necessary to comply with the Australian Accounting Standards AASB 124 – Related Party Disclosures.

Related party relationships are a normal feature of commerce and business. A related party relationship could have an effect on the profit or loss and financial position of Council. A related party relationship could have an effect on the profit or loss and financial position of Council. Related parties may enter into transactions that unrelated parties would not. For example, an entity that sells goods to its parent at cost might not sell on those terms to another customer.

In addition, the profit or loss and financial position of an entity may be affected by a related party relationship even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the entity with other parties.

Council is committed to responsible corporate governance, including compliance with laws and regulations governing related party transactions.

2. PURPOSE

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting for Council to satisfy the requirements of the Australian Accounting Standard AASB 124 – Related Party Disclosures.

3. POLICY OBJECTIVE

The objective of the Policy is to ensure that the existence of certain related party relationships, related party transactions and information about the transactions, necessary for users to understand the potential effects on the Financial Statements are properly identified, recorded in Council's systems, and disclosed in Council's General Purpose Financial Statements in compliance with AASB 124, the *Privacy and Personal Information Protection Act 1998* [PPIPA] and the *Government Information (Public Access) Act 2009* [GIPAA].

4. LEGISLATION

This policy is to be read in conjunction with the following:

- *Australian Accounting Standards AASB124 Related Party Disclosures.*
- *Australian Accounting Standards AASB10 Consolidated Financial Statements.*

DRAFT RELATED PARTY DISCLOSURE POLICY – JULY 2025

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- *Local Government Act 1993.*
- *Local Government (General) Regulation 2021*
- *Privacy and Personal Information Protection Act 1998 (PPIP Act)*
- *Government Information (Public Access) Act 2009 (GIPA Act)*

5. APPLICATION/SCOPE

This policy relates only to relationships with persons and entities identified as Related Parties under the definitions provided within this policy. As such this policy shall be applied in:

- Identifying related party relationships; related party transactions, and ordinary citizen transactions concerning Key Management Personnel [KMP], their close family members and entities controlled or jointly controlled by any of them.
- Identifying information about the related part transaction for disclosure.
- Establishing systems to capture and record related party transactions and information about those transactions.
- Identifying the circumstances in which disclosure of the of related party relationships and related party transactions is required.
- Determining the disclosures to be made about those items in Council's General Purpose Financial Statements for the purpose of complying with AASB124.

6. POLICY

6.1 ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's Related Party Disclosure Policy. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

6.2 PRIVACY OBLIGATIONS

The following information is classified as confidential and is not available for inspection by or disclosure to the public, including through a GIPAA application:

- (a) Information (including personal information) provided by a KMP in a related party disclosure; and
- (b) Personal information contained in a register of related party transactions.

6.2.1 When Consent is Required.

Except as specified in this Policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or

contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

6.2.2 Permitted Recipients.

The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register of related party transactions for the purposes specified in Section 6.2.3:

- The General Manager.
- The Responsible Accounting Officer, Director Corporate Services, Manager of Finance and Procurement.
- An Auditor of Council (including an Auditor from the NSW Auditor General's Office).
- Other Officers as delegated by the General Manager.

6.2.3 Permitted Purposes.

A person specified in Section 6.2.2 may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of related party transactions for the following purposes:

- To assess and verify a notified related party transaction.
- To reconcile identified related party transactions against those notified in a related party disclosure or contained in a register of related party transactions.
- To comply with the disclosure requirements of AASB 124.
- To verify compliance with the disclosure requirements of AASB 124.

An individual may access their personal information provided by a KMP in a related party disclosure or contained in a register of related party transactions in accordance with *Council's Privacy Management Plan*.

6.2.4 Government Information (Public Access) (GIPA) Status.

The following documents are not open to or available for inspection by the public:

- Related party disclosure provided by a Key Management Personal.
- The register of related party transactions.

This is in accordance with the provisions set out within Section 14 Public interest considerations against disclosure of *the GIPA Act*.

6.3 AASB 124 DISCLOSURE REQUIREMENTS

6.3.1 Disclosures.

To comply with AASB 124, for annual periods beginning on or after 1 July 2016, Council will make the following disclosures in its General-Purpose Financial Statements:

- (a) Relationships between Council and its subsidiaries, irrespective of whether there have been transactions between them.
- (b) Key Management Personnel (KMP) compensation in total and for each of the following categories:
 - (i) Short-term employee benefits.
 - (ii) Post-employment benefits.
 - (iii) Other long-term benefits; and
 - (iv) Termination benefits.
- (c) Amounts incurred by Council for the provision of KMP services that are provided by a separate management entity.
- (d) The information specified in Section 1.2 for related party transactions with the following persons during the periods covered by the Financial Statement:
 - (i) Council subsidiaries.
 - (ii) Entities who are associates of Council or of a Council subsidiary.
 - (iii) Joint ventures in which Council or a Council subsidiary is a joint venture party.
 - (iv) Council's KMP.
 - (v) Other related parties, comprising:
 - (a) A close family member of a KMP of Council.
 - (b) Entities controlled or jointly controlled by a KMP of Council.
 - (c) Entities controlled or jointly controlled by a close family member of a KMP of Council.
 - (d) Other entities as specified in AASB 124, paragraph 9(b)(iii), (iv), (v) and (viii),

6.3.2 Disclosed Information.

For each category of related party transactions specified in section 6.3.1 (d), Council will disclose the following information in Council's General Purpose Financial Statements:

- The nature of the related party relationship.
- The amount of the transactions.
- The amount of outstanding balances, including commitments, and:
 - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - details of any guarantees given or received.
- Provisions for doubtful debts related to the amount of outstanding balances; and
- The expense recognised during the period in respect of bad or doubtful debts due from related parties.

6.3.3 Disclosed in Aggregate or Separate Information.

For each related party category specified in section 6.3.1(d), Council will disclose information specified in section 6.3.2 for related part transactions of a similar nature in aggregate, except when separate disclosure is necessary for an understanding of the effects of related party transactions on the General-Purpose Financial Statements of Council, having regard to the following criteria:

- The nature of the related party relationship.
- The significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council).
- Whether the transaction is carried out on non-arm's length terms.
- Whether the nature of the transaction is outside normal day-to-day business operations, based on the factors and thresholds determined by the Responsible Accounting officer in consultation with the Director Corporate Services, the General Manager and Council's external auditor.

6.4 IDENTIFYING COUNCIL RELATED PARTY RELATIONSHIPS AND TRANSACTIONS

6.4.1 Identification.

The Responsible Accounting Officer is responsible for identifying Council subsidiaries, associates and joint ventures (incorporated and unincorporated) from the Related Entities Register, a document which is prepared to substantiate Note F1 of the Financial Statements "Related party disclosures".

6.4.2 Control or Joint Control.

To determine whether Council has control or joint control of an entity, the Responsible Accounting Officer is responsible for applying Australian Accounting Standards AASB 10 Consolidated Financial Statements and AASB 11 Joint Arrangements.

6.4.3 Associate or Joint Venture.

To determine whether an entity is an associate of, or in a joint venture with, Council or a Council subsidiary the Responsible Accounting Officer is responsible for applying AASB 128 investments in associates and joint ventures.

6.4.4 Electronic Investigation.

The Responsible Accounting Officer is responsible for investigating through Council's business system whether any identified Council subsidiaries, associates or joint ventures have an existing related party transaction with Council.

6.4.5 Information Extraction.

The Responsible Accounting Officer is responsible for identifying and extracting information specified in Section 6.3.2 against each existing related party transaction in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

6.4.6 Manual Investigation and Recording of Information.

For related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and record the information specified in Section 6.3.2 for the subject transaction in the register of related party transactions.

6.5 IDENTIFYING RELATED PARTY TRANSACTION WITH KMP AND THEIR CLOSE FAMILY MEMBERS

6.5.1 Related Party Disclosures.

The method of identifying close family members and associated entities of KMP's will be by KMP self-assessment. As such a KMP must provide a related party disclosure in the form set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, subject to Section 3.5, to the Director Corporate Services by no later than the following periods during a financial year (specified notification period):

- 30 days after the commencement of the application of this Policy.
- 30 days after a KMP commences their term or employment with Council.
- 30 November each year.
- 30 June each year.

6.5.2 Related Party Disclosure Form.

At least 30 days before a specified notification period, the Executive Support Officer will provide each KMP with a Related Party Disclosure Form (Attachment A) and a Privacy Collection Notice (Attachment B).

6.5.3 Suspected Related Party Transaction.

If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a related party disclosure to the Director Corporate Services for consideration and determination.

6.5.4 Other Notification.

The notification requirements contained with this policy are in addition to the notifications a KMP must make to comply with:

- Council's adopted Code of Conduct; and
- The disclosure of interests in a written return pursuant to section 440 of the Local Government Act 1993 and Local Government (General) Regulation 2021.

6.5.5 Exclusions.

The notification requirements in Section 3 do not apply to:

- Related party transactions that are ordinary citizen transactions not assessed as being material as determined under Section 4; and
- The Mayor and Councilors' expenses incurred, and facilities provided during the financial year under Council's Payment of Expenses and Provision of Facilities to Mayor and Councilors' Policy, the particulars of which are contained in Council's Annual Report pursuant to the Local Government (General) Regulation 2021, clause 217.

6.5.6 Information Extraction.

The Responsible Accounting Officer is responsible for identifying information specified in Section 1.2 against each notified related party transaction in Council's business systems for the purpose of recording the related party transactions and associated information in the register of related party transactions.

6.5.7 Other Sources of Information.

To ensure all related party transactions are captured and recorded, the Responsible Accounting Officer is responsible for reviewing, if required, other sources of information held by Council including, without limitation:

- A prior year register of related party transactions.
- The minutes of Council and committee meetings.
- Council's Contracts Register.

6.5.8 Manual Investigation and recording of Information.

For notified related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and record the information specified in Section 6.3.2 for the subject transaction in the register of related party transactions.

6.6 ORDINARY CITIZEN TRANSACTIONS

6.6.1 Non-material in Nature.

A KMP is not required to notify in a related party disclosure and Council will not disclose in its Financial Statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature.

6.6.2 Material in Nature.

A KMP is required to notify in a related party disclosure and Council will disclose in its Financial Statements in accordance with Section 6.3, related party transactions that are ordinary citizen transactions assessed to be material in nature.

6.6.3 Materiality Assessment.

The Responsible Accounting Officer is responsible for reviewing and assessing the materiality of related party transactions that are ordinary citizen transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the Financial Statements having regard to the criteria specified in Section 6.3.3.

As a general rule, Council will utilise \$10,000 as the threshold for materiality.

6.6.4 Information Extraction.

The Responsible Accounting Officer is responsible for identifying information specified in Section 6.3 against each notified related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

6.7 REGISTER OF RELATED PARTY TRANSACTIONS

6.7.1 Maintain a Register

The Responsible Accounting Officer is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information specified in Section 6.3.2 for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

6.7.2 Contents of Register.

The contents of the register of related party transactions must detail for each related party transaction:

- The description of the related party transaction.
- The name of the related party.
- The nature of the related party's relationship with Council.
- Whether the notified related party transaction is existing or potential.
- A description of the transactional documents the subject of the related party transaction.
- The information specified in Section 6.3.2.

The Responsible Accounting Officer is responsible for ensuring that the information specified in Section 6.3.2 is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124, subject to Section 6.3.3.

7 DEFINITION

Term	Definition
Act	<i>Local Government Act 1993.</i>
Council	Coonamble Shire Council.
Arm's length terms	Terms between parties that are reasonable in the circumstances of the transaction that would result from: (a) Neither party bearing the other any special duty or obligation; and (b) The parties being unrelated and uninfluenced by the other; and each party having acted in its own interest.
Associate	In relation to an entity (the first entity), an entity over which the first entity has significant influence.
Close family member or close members of the family	In relation to a KMP, family members who may be expected to influence, or be influenced by that KMP in their dealings with Council will include: (a) That person's children and spouse or domestic partner. (b) Children of that person's spouse or domestic partner; and (c) Dependants of that person or that person's spouse or domestic partner. For the purpose of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents,

	uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with Council.
Control	Control of an entity is present when there is: (a) Power over the entity; and (b) Exposure or rights to variable returns from involvement with the entity; and (c) The ability to use power over the entity to affect the amount of returns received as determined in accordance with AASB 10 Consolidated Financial Statements, Paragraphs 5 to 18, Appendices A (Defined Terms) and B (Application Guidance).
Joint control	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Joint venture	An arrangement of which two or more parties have joint control and have right to the net assets of the arrangement.
Joint venture party	A party to a joint venture that has joint control of that joint venture.
Key management personnel (KMP)	Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, KMP of Council are the: (a) Mayor. (b) Councillors. (c) General Manager. (d) Directors (e) Executive Managers. (f) Any person who fills an above role in an 'acting' capacity for a continuous period for at least three (3) months.
KMP Compensation	All forms of consideration paid, payable or provided in exchange for services provided and may include: • Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within 12 months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees. • Post-employment benefits such as pensions, other retirement benefits, post-

	<p>employment life insurance and post-employment medical care.</p> <ul style="list-style-type: none"> • Other long-term employee benefits, including long service leave or sabbatical leave, jubilee or other long service benefits, long-term disability benefits and, if they are not payable wholly within 12 months after the end of the period, profit sharing, bonuses and deferred compensation. • Termination benefits; and • Share-based payment.
Materiality	<p>The assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements.</p>
Ordinary citizen transactions	<p>Transactions that an ordinary citizen would undertake with Council, which are undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities.</p> <p>Examples of ordinary citizen transactions assessed to be not material in nature are:</p> <ul style="list-style-type: none"> (a) Paying rates and utility charges. (b) Using Council's public facilities after paying the corresponding fees.
Ratepayer	<p>The person liable for payment of Rates and Charges for the property in accordance with <i>section 560 of the Local Government Act, 1993</i>.</p>
Related party	<p>A person or entity that is related to Council pursuant to the definition contained in AASB 124, Paragraph 9. Examples of related parties of Council are:</p> <ul style="list-style-type: none"> (a) Council subsidiaries. (b) KMP. (c) Close family members of KMP. (d) Entities that are controlled or jointly controlled by KMP or their close family members.
Related party transaction	<p>A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged.</p> <p>Examples of related party transactions are:</p> <ul style="list-style-type: none"> (a) Purchases or sales of goods. (b) Purchases or sales of property and other assets. (c) Rendering or receiving of services.

	<p>(d) Rendering or receiving of goods.</p> <p>(e) Leases.</p> <p>(f) Transfers under licence agreements.</p> <p>(g) Transfers under finance arrangements (example: loans).</p> <p>(h) Provision of guarantees (given or received).</p> <p>(i) Commitments to do something if a particular event occurs or does not occur in the future.</p> <p>(j) Settlement of liabilities on behalf of Council or by Council on behalf of that related party.</p>
Related party disclosure	A document entitled Related Party Disclosure by Key Management Personnel in the form set out in Attachment A.
Significant influence	The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard AASB 128 Investments in Associates and Joint Ventures, Paragraphs 3, 5 and 6.

Title: Related Party Disclosure Policy		
Department: Corporate and Sustainability		
Version	Date	Author
1	February 2017	B Quarmby
2	July 2021	B Quarmby
3	July 2025	B Quarmby
Review Date: 2028		
Amendments in the release: <ul style="list-style-type: none"> • Position Titles have been updated. • Updated legislative provisions to reflect current legislation. • Additional background information has been included in the policy. • The definitions of a KMP have been expanded to include Executive Managers and staff relieving in executive leadership roles for a period of three (3) consecutive months. 		
Amendment History	Date	Detail
Included: Statement of Ethics Update: Position Titles following organisational restructure	July 2021	
Annexure Attached: Attachment A – Related Party Disclosure Attachment B – Related Party Disclosure KMP		
Phillip Perram General Manager		



Attachment A – Related Party Disclosure by Key Management Personnel

Private and Confidential	
Related Party Declaration by Key Management Personnel (KMP)	
Name of Key Management Person:	
Position of Key Management Person:	
<p>List details of close family member, entities that are controlled/jointly controlled by you and entities that are controlled/jointly controlled by close family members</p> <p><i>(Please refer to definitions in Related Party Disclosures Policy and consider the additional guidance provided in the Privacy Collection notice for KMP)</i></p>	
Name of person or entity	Relationship
<p>I <i>(insert full name)</i>, <i>(insert position)</i> declare that that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the Council's Related Party Disclosures Policy which details the meaning of the words 'close family members' and 'entities controlled, or jointly controlled, by myself or my close family members'.</p>	
Declared at:	<i>(insert place)</i>
on the	<i>(insert date)</i>
Signature of KMP :	



Attachment A – Related Party Disclosure by Key Management Personnel

RELATED PARTY TRANSACTIONS

NOTIFICATION BY

KEY MANAGEMENT PERSONNEL

Name of Key Management Person: _____

Position of Key Management Person: _____

Please read the Related Party Disclosure Policy which explains what a related party transaction is and the purposes for which Council is collecting, and will use and disclose, the related party information provided by you in this notification.

Please Complete either Section 1 or Section 2

Section 1 (Please tick if applicable)

☐

No related party transactions have been carried out in the past 6-month period and I am not aware of any related party transactions anticipated in the future.

Section 2

Please complete the table attached for each related party transaction with Council that you, or a close member of your family, or an entity related to you or a close member of your family:

- a) has previously entered into and which will continue in the future, or
- b) has entered into, or is reasonably likely to enter into, in the future.

Notification

I, (Name) _____, (Position) _____, notify that, to the best of my knowledge, information, and belief, as at the date of this notification, the above list and attachments, if any, includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the reporting period.

I make this notification after reading the Related Party Disclosure Policy provided by Coonamble Shire Council, which details the meaning of the words "related party", "Related party transaction", "close members of the family of a person" and, in relation to an entity, "control" or "joint control" and the purposes for which this information will be used and disclosed.

I permit access to this information for the purpose of compliance with Council's legal obligations and disclosure.

Signature:

Date:



Attachment A – Related Party Disclosure by Key Management Personnel

Description of Related Party Transaction	Is transaction existing or potential?	Tick box if transaction is financial in nature	Related Party's Name (Individual or Entity) Include ABN if known	Relationship with Related Party	Description of Transaction Documents or Changes to the Related Party Relationship
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Note: - Please attach additional pages if not enough room supplied above as well as any supporting information that would be useful in the assessment of these related party transactions.



PRIVACY COLLECTION NOTICE
RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL
Attachment B

Purpose of Collection, Use and Disclosure

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general-purpose financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures July 2015 (AASB 124)*.

Related parties include Council's Key Management Personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly control.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about Council's disclosure requirements under AASB 124, please refer to Council's Related Party Disclosure Policy.

Notifications by Key Management Personnel

To comply with AASB 124, Council has adopted a policy that requires all members of its KMP to periodically provide notifications to the Director Corporate Services of any existing or potential related party transactions between Council and any of their related parties during a financial year, and any changes to previously notified related party relationships and transactions relevant to the subject financial year.

To this end, each KMP must provide a Related Party Disclosure, in the approved form, notifying any existing or potential related party transactions between Council and any related parties of the KMP, to the Director Corporate Services by no later than the following periods during a financial year:

- 30 days after the commencement of the application of this policy.
- 30 days after a KMP commences their term or employment with Council.
- 30 November (each year); and
- 30 June (each year).

Note, these related party disclosure requirements are in addition to the notifications KMPs are required to make to comply with Council's adopted Code of Conduct.

This includes disclosures relating to Conflicts of Interest (Pecuniary and Non-Pecuniary) and Gifts and Benefits. Council's Auditors may audit related party information as part of the annual external audit.



For privacy and right to information status of this information, please refer to Council's Related Party Disclosure Policy.

Who are KMPs?

KMPs are persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly.

For Council, KMPs include the:

- Mayor.
- Councillors.
- General Manager.
- Directors
- Executive Manager
- Any person who fills an above role in an 'acting' capacity for a continuous period of at least three (3) months.

Who are close family members of a KMP Person?

Close family members, or close members of the family, of a KMP are family members who may be expected to influence, or be influenced by, that person in their dealings with Council and include:

- (a) that person's children and spouse or domestic partner.
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

Under AASB 124, close family members could include extended members of a family (such as, without limitation, a parent, grandparent, siblings, etc) *if* they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

The following table may assist you in identifying your close family members:

Definitely a close family member	Maybe a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with Council.
Your children	Your aunts, uncles, and cousins, if they could be expected to influence, or be influenced by, you in their dealings with Council.
Your dependants	Your parents and grandparents, if they could be expected to influence, or be influenced by, you in their dealings with Council.
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with Council.
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence, or be influenced, by you in their dealings with Council.

What is an entity that I, or my close family member, control or jointly control?

RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL – July 2025

Attachment B

Page 2 of 3



Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures, and partnerships.

Control

You control an entity if you have:

- (a) Power over the entity.
- (b) Exposure, or rights, to variable returns from your involvement with the entity; and
- (c) The ability to use your power over the entity to affect the amount of your returns.

Example of control

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party disclosure.

Joint control

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example of joint control

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of the ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party disclosure and the entity's related party relationship with Fred and Stan.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases, it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Responsible Accounting Officer for a confidential discussion.

[End of Privacy Collection Notice]

SECTION B - MATTERS FOR INFORMATION ONLY

3.2 RATES AND CHARGES COLLECTIONS - JUNE 2025

File Number: Rates - General - R4

Author: Bruce Quarmby, Director Corporate Services

Authoriser: Phillip Perram, General Manager

Annexures: Nil

PURPOSE

The purpose of this report is for Council to be updated with the most recent information pertaining to its rates and charges collections – as applicable to the month of June 2025.

BACKGROUND

(a) Relevance to Integrated Planning and Reporting Framework

The annual rate charges are set out within Council's 2024 / 25 Operational Plan.

(b) Financial Considerations

The annual rate charges are set out within Council's 2024 / 25 Operational Plan.

	30 June 2025	30 June 2024
Rates and Charges	\$1,398,733.92	\$1,763,021.15
Water Consumption	\$1,308,547.44	\$756,017.87
Total	\$2,707,281.36	\$2,519,039.02

COMMENTARY

Rates and Charges

	30 June 2025	30 June 2024
Rates and charges in arrears as at 30 June 2024	1,431,587.79	1,173,804.02
Rates/charges levied & adjustments for 2024/25	8,670,222.02	8,056,363.32
Pension Concession	-\$ 102,149.87	-\$104,149.96
Amounts collected as at 30 June 2025	-\$ 8,600,926.02	-\$7,362,996.23
Total Rates and Charges to be Collected	\$1,398,733.92	\$1,763,021.15

The amount levied for rates and charges for 2024 / 25 includes the current year's annual rates and charges and any interest added since the date the rates notices were issued. The amount received as of 30 June 2025 includes receipts for both arrears and the current year's amounts outstanding.

It should be noted that the rates and charges 2024 / 25 levied amount is reduced by the pensioner concession of \$102,149.87; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$45,967.44.

The rates and charges as of 30 June 2025 represent 13.85% of the total annual rates and charges levied and outstanding (compared with 19.10% on 30 June 2024).

Water Consumption Charges

	30 June 2025	30 June 2024
Water Consumption Charges and arrears as at 30 June 2024	\$ 621,860.35	\$ 393,023.85
Water Consumption charges & adjustments 2024 / 25 year to date	\$1,623,208.81	\$1,466,189.33
Amounts collected as at 30 June 2025	-\$ 936,521.72	-\$1,103,195.31
Total Water Consumption Charges to be Collected	\$1,308,547.44	\$ 756,017.87

The water consumption charges as of 30 June 2025 represents 58.29% of the total water consumption charges outstanding (compared to 40.66% on 30 June 2024). Council will note the main variation between the two financial years is directly associated with the timing in generation of the water consumption charges, i.e. for the 2024/2025 financial year the billing of the first three quarters of water consumption was delayed until May 2025.

Debt Recovery Agency

During June 2025 Council staff have continued to liaise with Council's debt recovery agency with a view to continuing Council's process outlined within Council adopted Debt recovery policy. These actions have contributed to the improvement in the collections of monies owed to Council.

(a) Governance/Policy Implications

Council staff comply with the directions provided by Council's suite of policies that govern this function of Council.

(b) Legal Implications

The collection of rates and water charges does impact on the community. For this reason, Council is always willing to negotiate payment terms with outstanding debtors. Debtors are afforded several opportunities to contact Council regarding these matters.

(c) Social Implications

The collection of rates and water charges does impact on the community. For this reason, Council is always willing to negotiate payment terms with outstanding debtors. Debtors are afforded several opportunities to contact Council regarding these matters.

(d) Environmental Implications

There are no direct environmental implications arising from this report. However, it needs to be acknowledged that the additional increase in the cost of living could have an impact on Council's ability to collect its rates and charges.

(e) Economic/Asset Management Implications

If Council's rates and charges collection fall behind, it will have an impact on Council's ongoing ability to meet its operational costs and making adequate funding available for necessary asset maintenance and renewal projects.

(f) Risk Implications

As was stated above, the increase in living expenses, has impacted on Council's ability to collect its rates and charges as demonstrated by the increase in Council rates, annual charges, interest, and extra charges outstanding percentage. Strategies have been put in place to mitigate the risk of the further deterioration of this ratio. Council has been working closely with its Debt Collection agency to reduce the amount of debt outstanding from rates and water charges.

CONCLUSION

The rates and charges as of 30 June 2025 represent 13.85% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 19.10% on 30 June 2024).

The water consumption charges as of 30 June 2025 represent 58.29% of the total water consumption charges outstanding from previous years (compared to 40.66% on 30 June 2024).

RECOMMENDATION

That Council receives and notes the information provided in the rates and charges collections report.

9 COMMITTEE REPORTS

Nil

10 REPORTS TO COUNCIL

10.1 CORRESPONDENCE

File Number: C20

Author: Marina Colwell-Executive Support

Authoriser: Bruce Quarmby, Acting General Manager

Annexures: Nil

CORRESPONDENCE

Each month a list of correspondence is sent out in the Business Paper to Councillors to ensure that they have not missed any information since the last Business Paper was produced.

Date	Information Sent	Author	In	Out	Sent
01/07/25	Electric Vehicle Trial	P Perram		✓	✓
01/07/25	OLG Council Circular 25-14 – Publication of the updated Local Government filming Protocol	S Kelly		✓	✓
30/06/25	Media release – State Budget response	Mayor via SK		✓	✓
24/06/25	Notice – Workshop rescheduled	M Colwell		✓	✓
20/06/*25	Quambone – Tyres	P Perram		✓	✓
20/06/25	Notification – Bore Bath Workshop	M Colwell		✓	✓
20/06/25	Draft Minutes	M Colwell		✓	✓
18/06/25	Events Schedule – Governor Visit	M Colwell		✓	✓
16/06/25	Quambone Community Meeting – Waste Facility Operations	M Colwell		✓	✓

RECOMMENDATION

That the Correspondence Report May 2025 be received and noted.

10.2 COUNCIL RESOLUTIONS/ACTIONS UPDATE**File Number:** C17; C20**Author:** Marina Colwell-Executive Support**Authoriser:** Phillip Perram, General Manager**Annexures:**
1. Completed Actions (under separate cover) 
2. Actions Report (under separate cover) **PURPOSE**

The purpose of this report is to enable Council to keep track of important Council resolutions.

BACKGROUND

Important and significant Council resolutions will be added to the list of items below, and a monthly update on the status will be provided by the responsible officer.

(a) Relevance to Integrated Planning and Reporting Framework

Adopted Council resolutions should ideally link in with Council's suite of Integrated Planning and Reporting Framework documents.

(b) Financial Considerations

The financial considerations relating to each item mentioned below would have been considered by Council as part of the original report that dealt with the matter.

COMMENTARY

Information about outstanding Council resolutions / actions and completed is shown in the attachment. The report has been adapted to allow for the layout requests from prior meetings.

RECOMMENDATION

That Council notes the information.

10.3 NOTICE OF MOTION - 2025/26 QUAMBONE AND GULARGAMBONE TRANSFER STATION OPERATIONAL HOURS

File Number: G 1-2, G 1-4

Annexures: 1. Notice of Motion - Cr M Garnsey [!\[\]\(ac1051c8cc12dfc4e4992192cf7270cc_img.jpg\)](#) 

SUBJECT HEADING

NOTICE OF MOTION

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.

BACKGROUND

Council's Operation Plan adopted at the June 2025 Council Meeting included reduced waste transfer station and landfill services.

A Quambone Waste Community Meeting advising of the reductions and seeking advice on their preferred way forward resulted in representations to Council from community representatives.

ISSUES

Councillor Garnsey has outlined the issues in the attached report to her Notice of Motion.

LEGAL/POLICY IMPLICATIONS

The following provisions of the Local Government Act 1993 (LGA) are relevant:

- LGA Section 232 The role of a Councillor
 - *The role of a Councillor is... to represent the collective interests of residents, ratepayers and the local community.*
 - Councillors will need to consider if they wish to represent the collective interest i.e. Quambone, Gulargambone and Coonamble or perhaps because of the larger impact on the villages just Quambone and Gulargambone.
- LGA Section 223 Role of governing body
 - *The role of the governing body is... to ensure as far as possible the financial sustainability of the Council.*

- Reasonable financial management would be characterised by the identification of the funds to meet the proposal cost and be included in the Notice of Motion, which is the case.
- Additionally, Councillors should consider the impact on services by the transfer of funds.

FINANCIAL IMPLICATIONS

The proposed Notice of Motion maintains the financial status quo adopted in the 2025/26 Operational Plan.

NOTICE OF MOTION

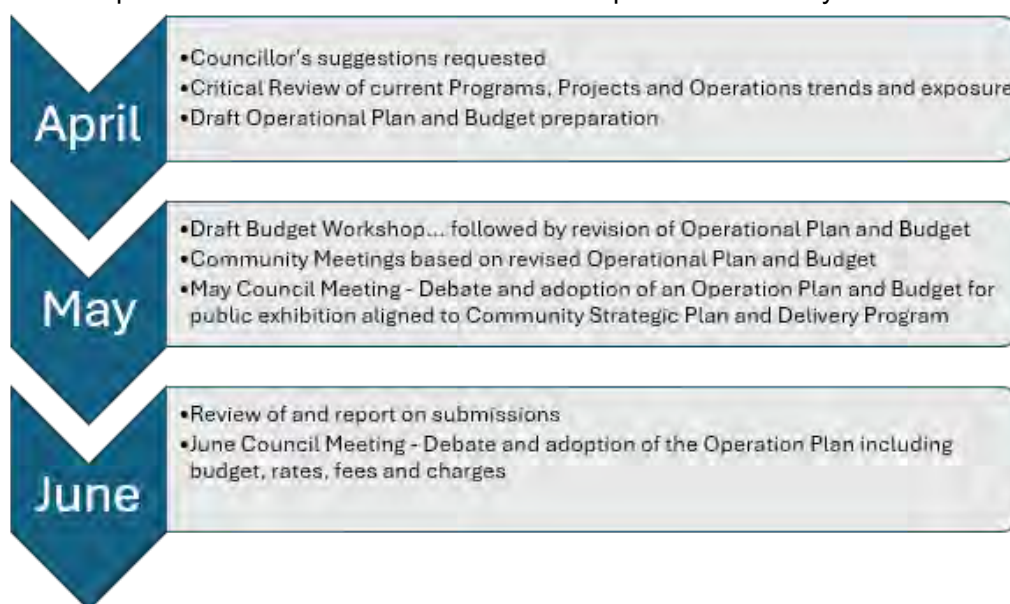
Subject Heading:

Stay on Proceedings for the Reduction in Waste Management Facility Hours
for Gulargambone & Quambone

Background:

The reduction is not particularly mentioned in the Operational Plan.

The reduction in service hours is normally addressed by Council's Draft Budget Workshops, Community Meetings, and the Council Meeting that places the Operational Plan on public exhibition. The Coonamble Shire process is usually:



The reduction in service hours for these facilities was not clearly & precisely defined for members of the community.

Coonamble Shire Council did not receive any submissions for or against the change, which will result in a reduction of hours for these Waste Facilities, thus impacting community accessibility.

Coonamble Shire Council is not communicating its intentions and engaging with ratepayers and community members in a manner that can be understood.

I believe that this process is neither fair, nor clear, nor transparent for the community, and the process did not convey the intention to reduce the hours to the community in a simple, effective & precise way as the document did not state the exact number of hours of the reduction and that this process was also obscure for the Councillors.

Issues:

Reducing the accessibility of access to the waste facilities does not embrace the recycling practices that the community has been enthusiastically adopting, nor does it inspire the sale of reusable materials, and it does not align with the concepts of the Operational Plan.

Reducing the Waste Facility hours will increase the potential for illegal dumping.

Relevance to Integrated Planning and Reporting Framework:

The Operational Plan 2025 / 2026 page 43

CSP Goal 14: We operate a circular economy

CSP OC1.3 – Implement programs and plans that balance our waste disposal expectations with the resources and capacity available to us.

CSP OC1.4 – Reduce landfill waste by actively recycling and using reusable products and materials.

our country

OC1: Sustainable care for country

COONAMBLE
SHIRE COUNCIL

CSP Goal 14: We operate a circular economy

CSP OC1.3 – Implement programs and plans that balance our waste disposal expectations with the resources and capacity available to us.

CSP OC1.4 – Reduce landfill waste by actively recycling and using reusable products and materials.

ACTION ITEM NO.	DELIVERY PROGRAM ACTIONS	FUNCTION AREA	PARTNERS	MEASURE	Old Action Item No.	2025-26 Action	Function Area	Measure
OC1.3.1	Create and adopt new and evolved waste management strategies and operations which reduce the gap between our community's sustainable waste expectations and satisfaction levels.	CPDE	NSW State Dept. community.	Delivery of Waste Management Strategy	OC1.3.1.1	Review the Waste Management Strategy.	CPDE	Review completed.
					OC1.3.1.2	Review current waste management service levels.	CPDE	Review completed.
OC1.3.2	Develop and adopt recycling practices including recycling collection and the identification and sale of reusable materials.	CPDE	NSW State Dept. community.	Reduction of volume of materials going to landfill.	OC1.3.2.1	Introduce household recycling collection.	CPDE	Household recycling collection implemented.
					OC1.3.2.2	Develop program to identify and sell reusable materials at landfill sites.	CPDE	Reduction in volume of material in landfill.

2025 – 2026 Operational Plan

SM – General Manager's Office; CPDE – Community, Planning, Development and Environment; CS – Corporate Services; I – Infrastructure; CB – Corporate Governance

Action OC1.3.2 states:- Develop and adopt recycling practices including recycling collection and the identification and sale of reusable materials.

Action OC1.3.1 states:- Create and adopt new and evolved waste management strategies and operations which reduce the gap between our community's sustainable waste expectations and satisfaction levels.

Financial Considerations:

The required funds of \$ 7,000 are transferred from the Bulk waste kerbside expenditure line item for 6 months to allow for further community consultation.

Legal/Policy Implications:

Nil

Attachments:

Nil

Recommendation:

I recommend that an immediate stay of proceedings be enacted on the reduction of the Waste Management Facility hours for Gulargambone & Quambone.

I propose that a clear and simple document stating the proposed reduction of the Waste Management Facility hours be formulated and put out for public consultation for a period of 28 days, and that a report is then brought back to Council for presentation at the September meeting.









10.4 CHANGES TO WASTE FACILITIES HOURS OF OPERATION

File Number: G1

Author: Lesley Duncan-Manager Regulatory, Planning & Compliance Services

Authoriser: Phillip Perram, General Manager

Annexures:

1. Submission - K & C Delaney [↓](#) 
2. Submission - C Delaney [↓](#) 
3. Submission - N & D Hayden [↓](#) 
4. Submission - J Langlands [↓](#) 
5. Submission - K Smith [↓](#) 
6. Submission - L Delaney [↓](#) 
7. Submission - N Stacey [↓](#) 
8. Submission - R Hunter [↓](#) 

PURPOSE

The purpose of this report is to inform Councillors of the reduction in hours of operation for the Coonamble, Gulargambone and Quambone Waste Facilities.

BACKGROUND

Waste services reductions were discussed at the Operational Plan/Budget workshop and the May Council meeting. Accordingly, Council's Operational Plan and Budget for the 2025/2026 financial year was that adopted by Council on 18 June 2025 has identified that cost savings for the provision of waste services. The reduction in service hours aim to reduce the deficit operations of these facilities.

The savings adopted in the Operational Plan totals \$108,000:

Quambone: \$7,000 (labour only)

Gulargambone: \$7,000 (labour only)

Coonamble: \$94,000 (labour and plant)

To achieve these outcomes, a reduction of three (3) hours per week was proposed for both Quambone and Gulargambone, with the Coonamble Facility to close each Friday.

The waste service level changes were proposed to be implemented on 1 August 2025. This would enable businesses and residents to be aware of the changes.

(a) Relevance to Integrated Planning and Reporting Framework

The report relates to the 2025-2026 Operational Plan Action OC1.3.1.2

(b) Financial Considerations

The reduction in operating hours were implemented to enable council to address the initial \$5.5 million deficit in the 2025/2026 Operational Plan Budget.

COMMENTARY

A waste community meeting was held with residents of Quambone to confirm the reduced operating hours and seek their advice on preferred operational options. The community members expressed significant concerns at the reduced service levels.

The table below summarises the activities at the Quambone Waste Facility between June 2024 to May 2025:

Items	Vehicle Count	\$
Green Waste (Residential)	25	\$0.00
Otto Bin	16	\$144.00
Recyclables	50	\$0.00
Sorted Commercial Waste (cardboard, paper)	1	\$10.00
Sorted Domestic Waste (cardboard, paper)	12	\$0.00
Unsorted Car Boot/Ute/Box Trailer	1	\$9.50
Unsorted Domestic Waste	4	\$120.00
Unsorted Otto Bin (240 litre)	27	\$555.00
Total	136	\$838.50

Between June 2024 and May 2025 136 vehicles attended the Quambone Waste Facility, on average each vehicle resulted in takings of \$6.17. Based on the figures above there are 3.8 visits per hour the facility is open.

Subsequent to the meeting Council has received eight (8) submissions, attached, seeking a reinstatement of the 2024 / 25

Council has received eight (8) submissions in relation to the reduction of hours of the Quambone Waste Facility. The following table summarises the issues raised in the submissions:

Issue	Comment
Increase in illegal dumping	It is agreed that there could be an increase in instances of illegal dumping.
Reduction in hours for council employee	Staffing issues are an operational matter and fall outside of the responsibility of Councillors. However, additional hours for staff can be accommodated within the Urban Services team working within the Quambone township.
Lack of consultation with residents of Quambone	The community meeting held on 18 June 2025 was to inform residents of the changes and to seek feedback on

	preferred hours of operation.
Impact on Businesses	Between June 2024 and May 2025 there was one (1) recorded commercial waste (cardboard and paper) disposal at the facility. This indicates that there is limited volumes of commercial waste being generated in the township, that could not be accommodated during the reduced hours.

Councillor Garnsey was in attendance at the community meeting and has submitted a Notice of Motion.

(a) Governance/Policy Implications

The reduction in waste facility operating hours is consistent with the actions of the 2025/2026 Operational Plan.

(b) Legal Implications

Council has an obligation under section 223 of the *Local Government Act 1993* to ensure as far as possible the financial sustainability of the council.

(c) Social Implications

The reduction in operating hours of waste facilities may limit residents' opportunity to dispose of waste.

(d) Environmental Implications

The reduction in operating hours of waste facilities may lead to increased instances of illegal dumping.

(e) Economic/Asset Management Implications

By not decreasing operating hours waste services may exceed the operational budget allocated for the 2025/2026.

(f) Risk Implications

There are no risk implications directly associated with this report.

CONCLUSION

The 2025 / 2026 Operational Plan and Budget includes the reduction of service hours in an endeavour to reduce the waste (and Council General Fund) deficit. The reinstatement of these services would require the cost to be funded from other services in the budget to retain the integrity of the Operational Plan. Council's decision on the Notice of Motion will inform the response to the community representations.

RECOMMENDATION

That Council:

- 1. Thank the Quambone community for their representations, and**
- 2. Advise these community members of the outcome of the Notice of Motion**

To: General Manager
Coonamble Shire Council

Re: Proposed Reduction in Quambone Waste Facility Hours

Dear General Manager and Council,

Thank you for meeting with us at the recent Waste Management meeting held at the local school.

As a long-term resident of Quambone, I feel compelled to write in strong opposition to Council's decision at the last meeting to reduce the hours of operation at the Quambone Waste Facility.

This is not the first time we've seen decisions made without proper consultation with the people who are most affected. And unfortunately, it's not the first time we've heard promises that cost-cutting measures like this "won't impact the community." But they always do — and I, like many others out here, am tired of seeing the same patterns repeat.

I've seen what happens when access to essential services like the tip is reduced — more rubbish in the bush, more dumping in creeks, and more clean-up left to landholders and locals. Every time services are cut, we're told it's "temporary" or "necessary," and that it'll be reviewed. But rarely is anything restored, and we're the ones left dealing with the consequences.

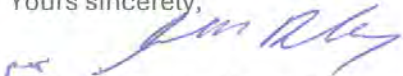
The Quambone tip isn't just a convenience — it's a critical service in a remote community. People here work odd hours, often weekends, and live long distances from town. Cutting back tip access punishes responsible people trying to do the right thing, and encourages the sort of behaviour none of us want to see more of.

And what about staff? These are local jobs. Reducing hours means less job security and the likely loss of good people who take pride in keeping the site clean and running safely.

Frankly, I've lost count of the number of times we've had to fight just to keep the basic services that bigger towns take for granted. But we shouldn't have to keep fighting. Council needs to start listening and honouring its commitment to rural communities — not making decisions from afar that make life harder out here.

I strongly urge Council to leave the current hours in place and show that it values small towns like Quambone.

Yours sincerely,



Mr Keith and Mrs Cheryl Delaney

Long-Term Quambone Resident

**To: General Manager
Coonamble Shire Council**

Re: Quambone Tip Hours

Dear Mr Perram,

I live in Quambone and I'm very worried about the Council's decision to cut the hours at the tip.

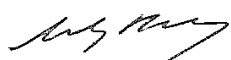
The tip is already not open much, and now it's going to be even harder to use. A lot of us work odd hours or live far out. We can't always get there at the times it's open. If the hours are cut, more rubbish will end up dumped in paddocks or on the side of the road. We've seen it before.

Also, I don't want to see the local workers lose hours or their jobs. They do a good job and we need them.

We've been told before things will get better or be looked after, but often they don't. Please don't take more away from small places like Quambone. We need the tip to stay open like it is now.

Thanks for listening.

Yours sincerely,



Miss Cindy Delaney
Quambone Resident



25th June, 2025

To: General Manager
Coonamble Shire Council

23rd June, 2025

Re: Reduced Hours at Quambone Waste Facility

Dear Mr Perram,

Thank you for meeting with us at the recent Waste Management meeting held at the local school.

As a local farmer in the Quambone area, I'm writing to express my strong frustration and disappointment with Council's recent decision to reduce the operating hours at the Quambone Waste Facility, as resolved at the last Council meeting.

Frankly, this decision shows a real disconnect from the way people in this area live and work. Like many farmers, I keep long and irregular hours — our work doesn't stop at 5pm, and we don't get weekends off when the weather, livestock, or crop schedules don't allow it. Accessing the tip during limited hours is already a challenge, and cutting those hours back even further makes it near impossible.

This change will absolutely lead to more illegal dumping. It's already a serious problem out here, and if the waste facility isn't accessible when people need it, they'll start leaving rubbish in paddocks, along back roads, or wherever they can. And who ends up dealing with that? Landholders like myself — not Council.

Reduced hours also put at risk the staff who operate the facility. These are local people who do a great job, and they deserve reliable work. Cutting their hours doesn't just affect their livelihoods — it affects the service and safety of the facility too.

I don't believe any cost savings from this decision will outweigh the increased costs of illegal dumping, public complaints, and community dissatisfaction. It's not a smart or practical decision, and it certainly doesn't reflect what rural communities actually need.

I urge Council to reverse this decision and keep the current hours in place. The waste facility is a basic, essential service — not a luxury. Don't make it harder for people like me to do the right thing.

Sincerely,



Nigel and Donna Hayden
Quambone

To: General Manager
Coonamble Shire Council

Re: Quambone Waste Facility Operating Hours

Dear Mr Perram

I'm writing as a resident of Quambone to express concern about the recent decision at the last Council meeting to reduce the operating hours of the Quambone Waste Facility.

I understand that Council faces many challenges in managing budgets and services across the Shire, and I appreciate the efforts made to keep facilities running. However, I'd like to ask that Council reconsider this particular decision, as I believe it may have unintended negative consequences for our small community.

Illegal dumping has been an ongoing issue in the Quambone area, and limiting access to the tip may unfortunately lead to more of it. When people are unable to access the facility at a time that suits their work or travel schedule, they may feel forced to take shortcuts — which ends up costing the community more in the long run.

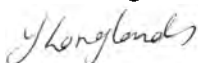
Many of us in this area work long or irregular hours, and the current tip schedule, while already limited, at least provides some flexibility. Reducing hours further would make it even harder for people to dispose of waste responsibly. It also raises concerns about staff retention — something that's hard enough to maintain in rural areas without reducing hours or cutting back shifts.

We all want to do the right thing, and I believe most residents will continue to try. But we also need services that support us in doing so.

I hope Council might reconsider this change and look at ways to keep the existing operating hours in place for the benefit of the Quambone community.

Thank you for your time and consideration.

Warm regards,



Mrs Jenny Langlands
Quambone Resident

To: General Manager
Coonamble Shire Council
26/06/25

Re: Concerns Regarding Reduced Operating Hours – Quambone Waste Facility

Dear Mr Perram,

As a local business owner in Quambone, I am writing to express my concern over Council's recent decision to reduce the operating hours of the Quambone Waste Facility.

Reliable access to waste disposal is a basic but essential service for residents and businesses alike. For those of us operating businesses in small rural communities, it is not always possible to travel to the facility during limited hours due to the demands of running a business, especially when juggling staff, deliveries, and property maintenance. Reducing the already limited access makes it significantly harder to manage waste responsibly and efficiently.

There is also a broader impact to consider. A reduction in hours may lead to more illegal dumping in the area — something we've unfortunately seen in the past. This not only degrades the environment but affects how the town is perceived by visitors, clients, and service providers. For local businesses trying to maintain a clean and professional image, this has real consequences.

Furthermore, employment stability at the facility is also of concern. Reduced hours often lead to reduced job security, which in a small community can have ripple effects across the local economy.

I understand Council must make difficult financial decisions, but I urge you to reconsider this one. Maintaining the current operating hours at the Quambone Waste Facility is vital for supporting responsible waste management, preserving the local environment, and sustaining business operations in our town.

Thank you for your consideration.

Yours sincerely,

Mrs Kathleen Smith.

Owner, Quambone Post Office and Local General Store

Leanne Delaney
8470 Marthaguy Road
Quambone NSW 2831
Ph 0428810579
E: paulmcnamarasecurity@live.com

Date: 24/6/25

General Manager and Councillors
Coonamble Shire Council
80 Castlereagh Street
Coonamble NSW 2829

Dear General Manager,

RE: Disapproval of Reduced Hours at Quambone Tip

I am writing to express my concern and disapproval regarding the recent resolution passed at the June Council Meeting to reduce the operating hours of the Quambone Waste Disposal Facility (Tip).

The decision to limit access to this essential facility poses significant challenges for residents in and around Quambone. One of the most pressing issues is the likelihood of an increase in illegal dumping. When legal and convenient disposal options are reduced, residents — especially those in remote areas — may feel forced to resort to improper methods of waste disposal. This not only presents serious environmental and health hazards but also imposes additional costs on Council resources to locate, manage, and clean up illegally dumped waste.

This decision also affects the local Council worker Peter, he will loose hours and his pay will decrease, he may be forced to look for other employment which will than mean the council will have to send out an employee from Coonamble twice a week, so the 3 or 4 hours he loses a week will in the long run cost the council more in travel and not to mention a council vehicle, this is not a viable business decision for Council.

It is my strong belief that the cost savings anticipated from reducing the tip's operating hours will be offset, if not exceeded, by the expenses incurred in monitoring and addressing illegal dumping incidents. Furthermore, this decision may damage the trust and cooperation between the community and the Council when it comes to responsible waste management.

I respectfully urge Council to reconsider this resolution and maintain the current operating hours at the Quambone Tip. Supporting proper waste disposal is in the best interests of the community, the environment, and the long-term financial sustainability of Council operations.

Thank you for your attention to this matter. I would appreciate a response and hope that the Council will give due consideration to the concerns of local residents.

Yours sincerely,
Leanne Delaney

To: General Manager
Coonamble Shire Council
26th June 2025

Re: Quambone Waste Facility Operating Hours

Dear Mr Perram and Council,

Thank you for meeting with residents this past week to discuss future plans for waste management in Quambone.

I am writing as a concerned resident of Quambone regarding the recent decision by Council to reduce the operating hours of the Quambone Waste Facility, as resolved at the last Council meeting.

I strongly disagree with the reduction in hours and urge Council to reconsider and maintain the current operating schedule.

Illegal dumping is already a significant issue in our area, and any reduction in access to the waste facility will only make the problem worse. Reduced hours will discourage proper disposal and increase the likelihood of waste being dumped illegally on roadsides and in bushland, leading to environmental and public health concerns.

Moreover, maintaining regular hours is vital for retaining staff. Reliable work hours help keep skilled and committed staff members, which in turn ensures the tip is run efficiently and safely. A reduction may risk staff leaving or being underemployed, which is not good for the facility or the wider community.

Lastly, the current hours are already a compromise for our small but spread-out population. Any further cutbacks make it even harder for community members—especially those living on properties or working during standard hours—to access the tip when they need it. It becomes an inconvenience that punishes responsible residents doing the right thing.

I understand that Council must make budget decisions, but the small saving from reducing hours may come at a much higher cost in illegal clean-ups, staff turnover, and community frustration.

Please give serious thought to the practical impacts this change will have on our community and consider maintaining the current operational hours at the Quambone Waste Facility.

Yours sincerely,


Narelle Stacey
Quambone Community Member


To: General Manager
Coonamble Shire Council

Date: 26/06/2025

Re: Concerns Regarding Reduced Operating Hours – Quambone Waste Facility

Dear Mr Perram,

As a former manager of the Quambone General Store and long-time resident of the area, I am writing to express my concern regarding Council's recent decision to reduce the operating hours of the Quambone Waste Facility.

During my time managing the store, I came to understand just how vital reliable and accessible waste services are — not only for local businesses but for the broader community. Small rural towns like Quambone rely heavily on essential services being available at convenient times. When operating hours are reduced, it places added strain on both individuals and businesses trying to dispose of waste responsibly while managing daily operations.


From experience, I can also say that when waste disposal becomes less accessible, the risk of illegal dumping increases — a problem we've unfortunately witnessed in the past. This damages the local environment and diminishes the image of our town for visitors, suppliers, and potential service providers.

Additionally, I am concerned about the impact on local employment. Reduced hours often mean reduced shifts, and in a small town, any loss of work can have far-reaching effects on families and the local economy.

I appreciate the pressures Council faces in balancing budgets and resources, but I urge you to reconsider this decision. Keeping the current operating hours at the Quambone Waste Facility is not just a matter of convenience — it's critical to maintaining the health, cleanliness, and sustainability of our community.

Thank you for your time and attention.

Yours sincerely,



Miss Rachel Hunter

Former Manager, Quambone General Store
Quambone Resident



10.5 RECRUITMENT OF GENERAL MANAGER

File Number: C-13

Author: Jenni Maundrell-Executive Manager Corporate Governance

Authoriser: Phillip Perram, General Manager

Annexures: Nil

PURPOSE

To determine the process that will be used to recruit a General Manager to Coonamble Shire Council.

EXECUTIVE SUMMARY

Council is required to determine the process to recruit and appoint a General Manager. In doing so, Council must have regard for the Office of Local Government's Guidelines for the Appointment and Oversight of General Managers, made under s23A of the *Local Government Act 1993*.

BACKGROUND

At the Extraordinary Council meeting of 3 June 2025, Council resolved:

That Council resolve to provide the Mayor with the authority to negotiate with the General Manager in respect to his employment contract.

Subsequently, Council accepted the General Manager's resignation, which took effect on 1 July 2025 at the conclusion of a period of special leave from 30 May 2025 to 30 June 2025.

At the Ordinary Council meeting of 18 June 2025, Council resolved:

1. *That Council receives and notes the Mayor's Interim General Manager recruitment report.*
2. *That, in accordance with the delegated negotiations, Council appoint Mr Phillip Perram as Interim General Manager with Coonamble Shire Council on a temporary contract of employment for a minimum period of 3 months but not more than 12 months, or until a permanent appointment has been made for the position.*

(b) Relevance to Integrated Planning and Reporting Framework

CSP L2.1 Use expert, cultural, scientific and local knowledge to inform our decision-making and consultation.

CSP L2.2 Proactively communicate decisions, and the processes to reach them, to relevant stakeholders.

(c) Financial Considerations

Recruitment of a General Manager will be funded from the Staff Recruitment allocation within Council's 2025/26 budget. While the cost of recruiting a General Manager is not yet quantified, Council should be mindful that the amount allocated to staff recruitment in the 2025/26 budget will now need to be reconsidered during the financial year. This will be included in the September quarterly review.

COMMENTARY

The Office of Local Government (then the Department of Local Government) has issued Guidelines for the Appointment and Oversight of General Managers (the Guidelines) under s23A of the *Local Government Act 1993* (the Act) and these guidelines must be taken into consideration by Council when recruiting a General Manager.

Further, the Act prescribes at s223(i) that it is a role of the governing body 'to determine the process for appointment of the general manager by the council and to monitor the general manager's performance.'

In accordance with the Guidelines:

- When recruiting a new general manager, the position must be advertised in a manner sufficient to enable suitably qualified persons to apply for the position (s348 of the Act).
- The appointment of the general manager must be made using merit selection principles (s349 of the Act) and equal employment opportunity principles (ss 349 and 344 of the Act).
- The recruitment process must be open and transparent, but the confidentiality of individual applicants must be maintained.
- Councils should engage an external recruitment consultant to assist them with the recruitment process and that person should have a role in verifying that proper processes and procedures are followed in the appointment of the general manager.

The Guidelines are available at [Guidelines-for-the-appointment-and-oversight-of-general-managers.pdf](#).

Under the Guidelines and s223(i) of the Act, Council must now determine the process for appointment of a General Manager.

The attraction and retention of General Managers is challenging in the current environment. Anecdotal advice is that 34 General Managers have either retired or changed Councils since last year's local government elections. Given this environment it is considered that the engagement of a specialist recruitment agency will be required to expedite the recruitment process.

(a) Governance/Policy Implications

Council must consider the Office of Local Government's Guidelines for the Appointment and Oversight of General Managers in its appointment of a general manager.

(b) Legal Implications

It is a responsibility of the governing body to determine the process that will be used to appoint a general manager (s223(i) of the *Local Government Act 1993*).

(c) Social Implications

There are no social implications directly arising from this report.

(d) Environmental Implications

There are no environmental implications directly arising from this report.

(e) Economic/Asset Management Implications

There are no economic/asset management implications directly arising from this report.

(f) Risk Implications

Recruiting a general manager is a critical decision for Council. Key risk implications include:

- Reputational damage and community trust: A poor appointment can erode public confidence. If the general manager lacks transparency, integrity, or community engagement skills, it can damage the council's credibility.
- Operational and strategic risk: The general manager sets the tone and direction for the organisation. A mismatch in leadership style or vision could stall strategic progress or disrupt daily operations.
- Financial oversight: The general manager oversees major budgets and resources. Inadequate financial acumen or mismanagement can lead to inefficient use of public funds or even financial non-compliance.
- Legal and compliance issues: There is a risk of non-compliance with legislation if due diligence in the recruitment process is lacking. Poor recruitment practices can lead to disputes or unfair dismissal claims.
- Staff morale and retention: An ineffective leader can create internal discord, reduce morale, and increase staff turnover, impacting productivity and service delivery.
- Political risk: While the general manager is apolitical, their relationship with councillors can become strained or politicised, affecting governance and decision-making.

Mitigating these risks involves a transparent, merit-based recruitment process, stakeholder consultation, clear performance expectations, and robust onboarding.

Additionally, it is a legislated function of Councillors to determine the process to appoint a general manager. Council's adopted risk appetite for non-compliance with legislation is low (averse).

CONCLUSION

In accordance with s223 (i) of the *Local Government Act 1993*, the governing body must determine the process for appointment a General Manager and to monitor their performance. This obligation is further supported by the Office of Local Government's *Guidelines for the Appointment and Oversight of General Managers*, which emphasise the importance of a transparent, merit-based, and well-documented recruitment process that ensures the appointment of a suitably qualified and capable leader.

To uphold these statutory and governance responsibilities, it is recommended that Council authorise the Mayor and General Manager to engage and appoint an external recruitment consultant. This consultant will facilitate the recruitment and appointment process, ensuring it aligns with legislative requirements, best practice standards, and the strategic needs of the organisation and community.

By adopting this approach, Council will demonstrate its commitment to good governance, impartiality, and the long-term success of the organisation through the appointment of a high calibre General Manager.

RECOMMENDATION

That Council

- 1. Authorise the Mayor and General Manager to negotiate with and appoint an external recruitment consultant to facilitate the recruitment and appointment of a General Manager for Coonamble Shire Council.**
- 2. Authorise the Mayor to select a panel of three (3) Councillors to assist the Mayor with shortlisting candidates before the full Council interviews of suitably qualified and experienced applicants are conducted.**

10.6 LGNSW ANNUAL CONFERENCE 2025**File Number: L 10-3****Author: Jenni Maundrell-Executive Manager Corporate Governance****Authoriser: Phillip Perram, General Manager****Annexures: 1. LGNSW Annual Conference Motions Submission Guide****PURPOSE**

For Council to consider delegates and motions to attend the Local Government NSW (LGNSW) Annual Conference to be held at Penrith Panthers and Western Sydney Conference Centre from 23-25 November 2025.

BACKGROUND

The Annual Conference is the main policy making event LGNSW and an opportunity for councillors to come together to share ideas and debate issues that shape the way LGNSW is governed and advocates on behalf of the local government sector.

(a) Relevance to Integrated Planning and Reporting Framework

CSP L1.1 Find opportunities to use our skills, and work with others to build a united, vibrant and service-oriented community.

(b) Financial Considerations

The cost of Member Early Bird registration for the 2025 Annual Conference is \$1,250 per person if paid before 30 September 2025, or \$1,550 per person after 1 October 2025. Additionally, costs include the conference dinner at \$245 per person, the ALGWA breakfast at \$92.50 per person, bus transfers at \$10 per person as well as travel and accommodation.

These expenses are funded from the Delegates Expenses allocation within the 2025/26 budget.

Optional extras in the program including partners and other events (which this year include a visit to the Western Sydney International Airport) are to be paid by the individual delegate.

Council's *Councillor Expenses and Facilities Policy* allows for expenditure of \$10,000 total for all councillors per year for conferences and seminars.

COMMENTARY

The Annual Conference is the main policy making event for the peak body of the local government sector in NSW and presents Council with an opportunity to submit motions for consideration and datable by delegates.

Motions passed at the Conference become resolutions, which LGNSW takes forward on behalf of its member councils as part of the local government industry's advocacy agenda.

With only about 100 motions able to be debated at the Conference, councils are encouraged to submit only their most important motions for consideration.

Motions must meet the criteria endorsed by the LGNSW Board and be supported the Council making the submission. A copy of the criteria is attached to this report.

Key Conference dates are:

1 July 2025	Early bird registration opened.
30 September 2025	Close of discounted early bird registration rates. Deadline for submission of motions (note: the latest date motions can be accepted for inclusion in the Business Paper is 26 October 2025).
1 October 2025	Standard registration opens.
7 November 2025	Close of standard registration. Deadline for nomination of Council's voting delegate.
23-25 November 2025	LGNSW Annual Conference.

Full details, including the draft program, can be found at [Home | Local Government NSW | Annual Conference](#).

Traditionally, the Mayor, Deputy Mayor and General Manager have attended this conference. However, in 2024 due to availability Council was represented by Cr Garnsey, the General Manager and the Executive Manager Corporate Governance. In anticipation of high interest in the 2025 event, six rooms have been reserved at the Mercure Hotel, Penrith.

(a) Governance/Policy Implications

Councillors and executive management must stay current with developments within the local government sector to adequately fulfil their roles and functions.

The conference would also include the opportunity for Council's representatives to network with other delegates in identifying and addressing the challenges that the sector is facing.

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

There are no social implications arising from this report.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

There are no economic/asset management implications arising from this report.

(f) Risk Implications

There are no risk implications directly related to this report.

CONCLUSION

The Annual Conference focuses on current and future challenges that face all NSW councils. It provides an opportunity for delegates to be updated in all aspects relative to the local government sector.

It is recommended the Mayor, Deputy Mayor and General Manager attend the Annual Conference, noting another three councillors may be nominated to attend.

Further, should Councillors wish to submit motions for inclusion in the business paper, the motions must be supported by Council resolution. Therefore, motions should be returned to the August Council meeting for consideration.

RECOMMENDATION**That Council:**

- 1. Note the report on the LGNSW Annual Conference to be held at Penrith from 23-25 November 2025.**
- 2. Call for draft motions from councillors for the conference.**
- 3. Consider motions and Councillor attendees at the August 2025 Council meeting.**



LGNSW 2025 Annual Conference Motion Submission Guide

**ONE VOICE
FOR COUNCILS**

LGNSW.ORG.AU

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MOTION SUBMISSION GUIDE

1. Introduction

Each year, Local Government NSW (LGNSW) members submit a range of motions to the LGNSW Annual Conference. These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions establishing LGNSW's policy positions and guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

2. Deadlines

- Motion submission will open on **Tuesday 1 July 2025**
- Members are encouraged to submit motions [online](#) as early as possible before **Tuesday 30 September 2025**, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Under the LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 26 October 2025** (28 days prior to Conference).

3. Criteria for motion submission 2025

Members are encouraged to be mindful that each Annual Conference can only reasonably consider and debate around 100 motions in the available time. With the number of LGNSW members including councils and related entities (such as ROCs and JOs), LGNSW requests that members only submit motions that relate to their highest priorities.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria.

Criteria for motions

To be included in the Business Paper, motions must:

1. **Be consistent with the objects of the LGNSW Rules (Rule 4)**
2. **Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW**
3. **Seek to establish or change a policy position of LGNSW and/or improve governance of the association** (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. **Be strategic**
5. **Be concise, clearly worded and unambiguous**
6. **Not be focussed on just a small specific part of NSW**
7. **Not encourage violation of prevailing laws**
8. **Not seek to advantage one or several members at the expense of other members.**

Motions of a similar objective:

9. May be consolidated by LGNSW as a single item.

Motions reflecting existing LGNSW policy:

10. Remain part of LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference.

Before submitting motions for this year's Annual Conference, members are encouraged to the [LGNSW Policy Platform](#) to ensure the proposed motion wording does not reflect existing policy positions.

4. How to write a motion

Motions adopted at Conferences establish LGNSW policy positions and inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

*Examples of clearly-worded Annual Conference motions:***Local government representation on National Cabinet**

That Local Government NSW lobbies the Australian Government for permanent local government representation on the National Cabinet.

Natural disaster funding, day labour

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Remuneration for assessment of State Significant Development

That Local Government NSW calls on the Department of Planning to remunerate councils for the time staff provide to review State Significant Development applications.

Short term rental accommodation

That Local Government NSW calls on the NSW Government to complete its review of the options in regard to short-term rental accommodation and provide a range of

'model' options for councils to consider ensuring flexible and improved opportunities to improve the management and regulation of this land use in their local areas.

Skills shortages

That Local Government NSW:

1. calls on the NSW and Federal Governments to provide incentives to address critical sector skills shortages effecting private and public investment, primarily in the fields of planning, engineering and building certification with these incentives to be in the form of scholarships, co-funding cadetships and reduced university course costs.
2. encourages all NSW to provide cadetship programs to build sector capacity in areas of critical sector skill shortages.

For more examples see Business Papers from past Conferences on the [LGNSW website](#).

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from **Tuesday 1 July 2025**.

Attachment A provides detailed instructions on how to submit motions via the online portal.

7. How LGNSW manages incoming motions

The LGNSW Board delegates the function of managing incoming motions for the Conference to a motions committee. The Chief Executive will refer motions to the committee and the committee will assess whether each motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held [Fundamental Principles](#) (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

8. Late motions

Late items are only to be included in the Business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

In considering whether a late item relates to a highly urgent matter, the Board Motions Committee is to have regard to:

- (a) whether the late item has arisen after the deadline for motions has passed, and
- (b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found in the business papers from previous conferences on the LGNSW [website](#).

During debate on motions at Conference, the standing orders generally permit voting delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

11. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be reported to members.

12. Further information

For further information on the motion submission process, please contact LGNSW at policy@lgnsw.org.au.

13. Frequently Asked Questions

How do I know if my proposed motion is consistent with existing LGNSW policy positions?

The subject matter expert within your council may be best placed to identify this (for example, if the motion relates to a planning matter, this question could be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

What is the deadline for submitting motions?

Members are encouraged to submit motions as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in

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CONFERENCE

line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 26 October 2025** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

I'm unsure which motion category or sub-category I should select in the online portal

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

Who should be the council contact for motions?

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your council and LGNSW. Some councils have identified the General Manager and others have identified a Governance Manager – it is a decision for each council.

How can I amend my council's motion that I've already submitted?

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact LGNSW at policy@lgnsw.org.au. You may need to provide evidence of support for the change (see section 5).

ATTACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

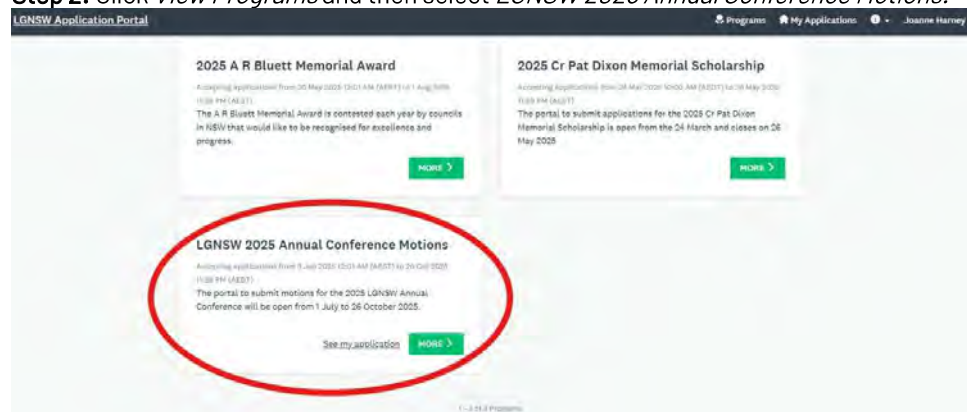
- Member councils are invited to submit motions for the LGNSW Annual Conference via [Survey Monkey Apply](#) from **Tuesday 1 July 2025**.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 26 October 2025** (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact LGNSW at policy@lgnsw.org.au

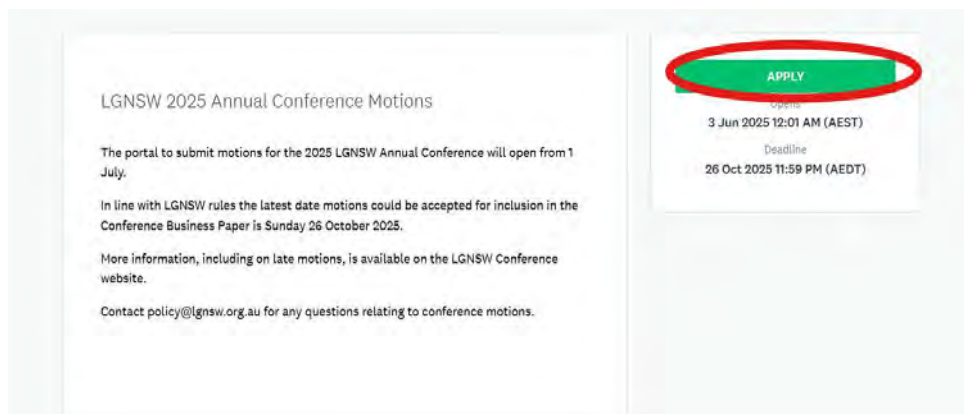
Step 1: Log into [LGNSW's online portal](#) using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

Note: you will need to register if you are logging in for the first time.

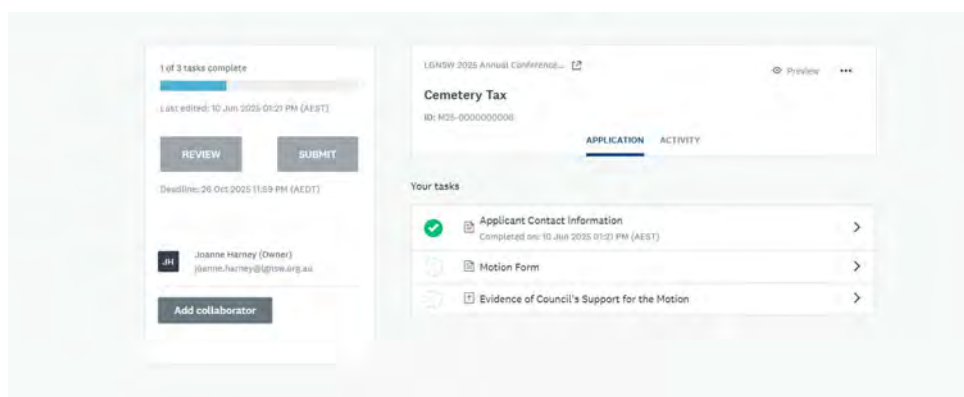
Step 2: Click *View Programs* and then select *LGNSW 2025 Annual Conference Motions*.



Step 3: Click **APPLY**.



Step 4: Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete:



Step 5: Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click **MARK AS COMPLETE** once finished.

The screenshot shows a web application interface for 'Applicant Contact Information'. On the left, a sidebar lists tasks: 'Cemetery Tax' (ID: M25-0000000005), 'Applicant Contact Information' (selected), 'Motion Form', and 'Evidence of Council's Support for the Motion'. It indicates '0 of 3 tasks complete' and shows a 'Last edited' timestamp of '10 Jun 2025 01:32 PM (AEST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, along with a 'Deadline: 26 Oct 2025 11:59 PM (AEST)'. The main form area is titled 'Applicant Contact Information' and has a 'Reuse data' button. Below this is the 'Contact details' section with a 'Draft saved' indicator. It contains four input fields: 'Contact Name', 'Contact Job Title', 'Contact Email', and 'Contact Phone'. At the bottom of the form, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', with the latter circled in red.

Step 6: Click 'Motion Form' to add the motion details.

Motion category and sub-category assists with categorising motions and grouping related motions in the Conference Business Paper.

Motion wording should include a sentence or two which includes the call to action.

Background note should provide a paragraph or two to explain the context and importance of the issue to the local government sector.

Click **MARK AS COMPLETE** once finished.

The screenshot shows a web interface for creating a motion. On the left is a sidebar with a progress indicator showing three steps: 'Applicant Contact Information' (completed), 'Motion Form' (active), and 'Evidence of Council's Support for the Motion' (pending). The main area is titled 'Motion Form' and contains several input fields: 'Council/member name' (a dropdown menu), 'Motion Category' (a dropdown menu), 'Motion Title' (a text box containing 'Cemetery Tax'), 'Motion Wording' (a large text area), and 'Motion Background' (a text box with a note 'Maximum 1 or 2 paragraphs'). At the bottom of the form are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', which is highlighted with a red circle. A 'Draft saved' status is visible in the top right corner of the form area.

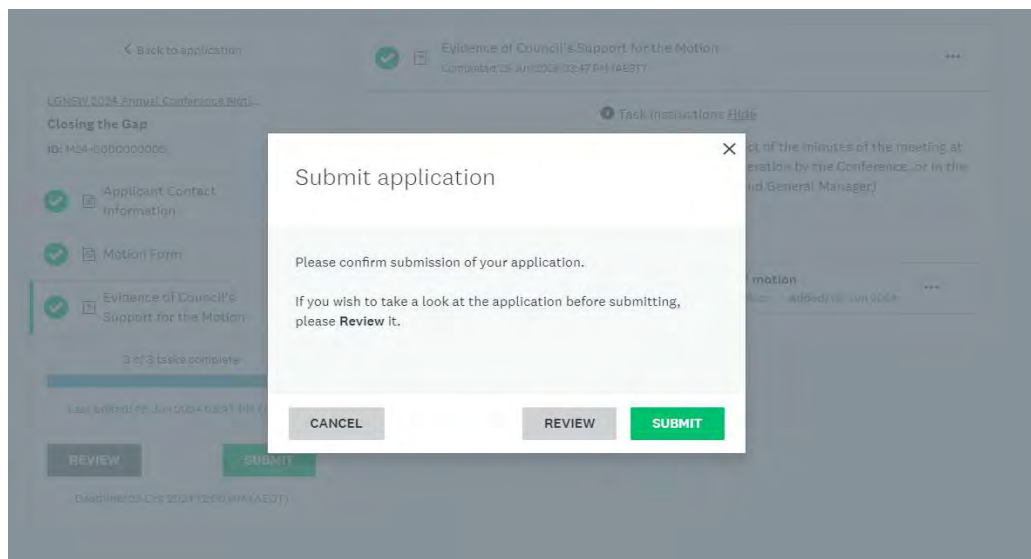
Step 7: Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This will usually be an extract of council meeting minutes. Click **MARK AS COMPLETE** once finished.

The screenshot shows a mobile application interface for a task titled 'Evidence of Council's Support for the Motion'. On the left, a sidebar lists three tasks: 'Applicant Contact Information', 'Motion Form', and 'Evidence of Council's Support for the Motion'. The first two are marked with green checkmarks, and the third is highlighted with a green bar and a right-pointing arrow. Below the sidebar, it says '2 of 3 tasks complete' and 'Last edited: 10 Jun 2025 01:41 PM (AEST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main area on the right shows the task instructions: 'Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)'. Below the instructions is an 'ATTACH FILE' button with a link to 'Show accepted formats'. At the bottom right, a green button labeled 'MARK AS COMPLETE' is circled in red.

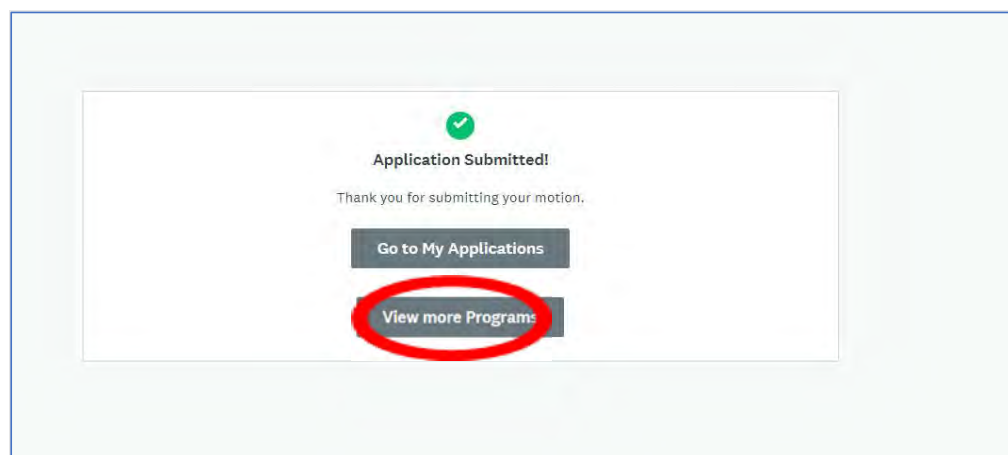
Step 8: Once you have completed all tasks (a green tick is displayed next to each task), click **SUBMIT**.

The screenshot shows the same mobile application interface after the task has been completed. In the sidebar, all three tasks now have green checkmarks, and the progress bar indicates '3 of 3 tasks complete'. The 'Last edited' time is now '26 Jun 2024 03:47 PM (AEST)'. The 'SUBMIT' button is now green. In the main area, the task instructions are still present. Below them, a list of attached files is shown, including a file named 'Council minutes- Evidence of support for LGNSW motion' with the filename 'Council_minutes_-_Evidence_of_supp_PfnoZGb.docx' and a date of 'Added: 26 Jun 2024'.

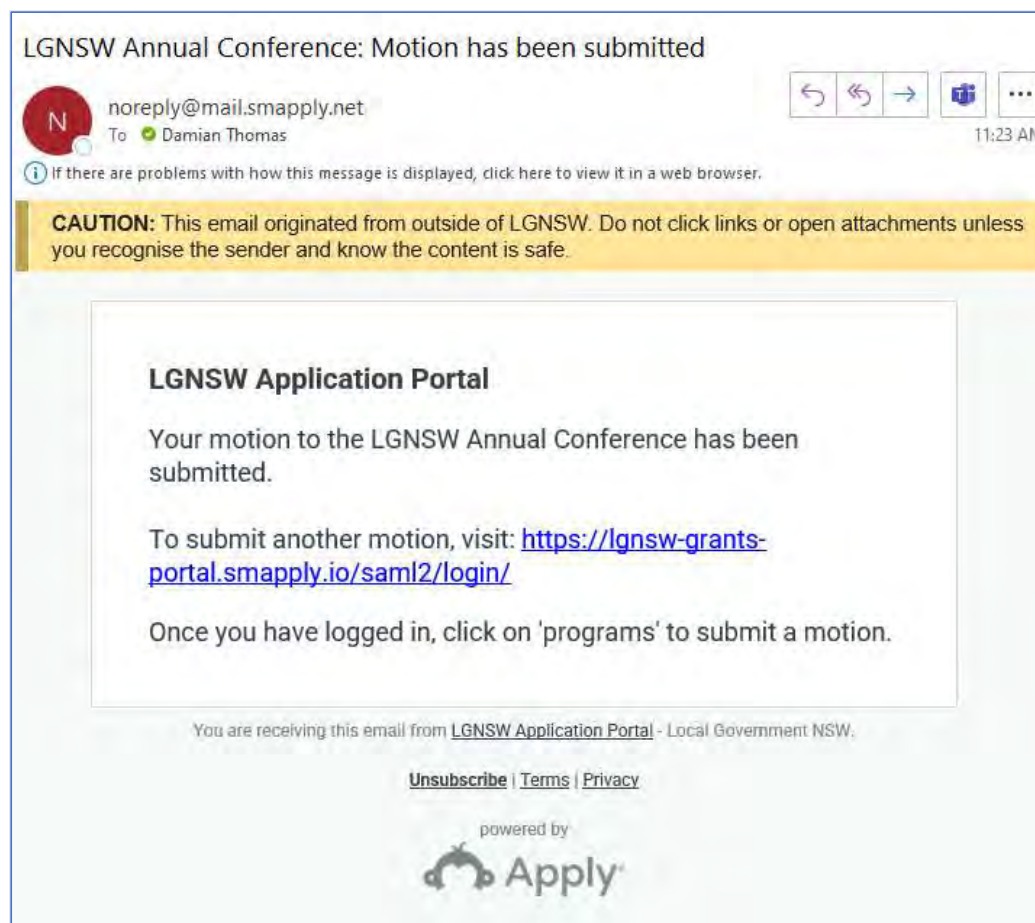
Step 9: You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click **SUBMIT**.



Step 10: If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.



Step 11: An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.



10.7 AGENCY INFORMATION GUIDE

File Number: A3-4

Author: Jenni Maundrell-Executive Manager Corporate Governance

Authoriser: Phillip Perram, General Manager

Annexures: 1. Agency Information Guide 2025-2026 [↓](#) 

PURPOSE

To seek adoption of the draft Agency Information Guide 2025-2026.

EXECUTIVE SUMMARY

Council is required by the *Government Information (Public Access) Act 2009* (NSW) (the GIPA Act) to have an Agency Information Guide.

A draft Agency Information Guide has been prepared and is now presented for adoption.

BACKGROUND

Under section 20 of the *Government Information (Public Access) Act 2009* (NSW) (GIPA), all government agencies, other than a Minister, must have a guide known as its 'agency information guide' that:

- describes the structure and functions of the agency;
- describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions;
- identifies the various kinds of government information held by the agency;
- identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available;
- specifies the manner in which the agency makes (or will make) government information publicly available; and
- 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.

(a) Relevance to Integrated Planning and Reporting Framework

CSP L2.1 Use expert, cultural, scientific and local knowledge to inform our decision-making and consultation

- Decisions are supported by referenced knowledge sources (eg, within business paper reports)
- Policies are reviewed and updated at intervals of no more than four years
- Communication is accessible (eg makes use of a variety of methods and meets accessibility standards)

(b) Financial Considerations

There are no financial considerations directly arising from this report.

COMMENTARY

The reviewed Agency Information Guide is updated from the 2024 Guide, which was developed in line with the requirements of s 20 of the GIPA Act, and in consultation with Council staff for accuracy and relevance. The revised guide meets legislative compliance requirements.

The object of the GIPA Act is to open government information to the public to maintain and advance a system of responsible and representative democratic government.

The Information and Privacy Commission of NSW (IPC) requires agencies to submit their draft agency information guides to the Commissioner before adoption by Council. The reviewed Guide has been provided to the IPC; however, IPC feedback has not yet been received.

Once adopted by Council, the Agency Information Guide will be published on Council's website at [Access to Information - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/access-to-information-coonamble-shire-council).

(a) Governance/Policy Implications

Annual review of the agency information guide is required by s 20 of the GIPA Act.

(b) Legal Implications

The review is required under legislation (GIPA Act).

(c) Social Implications

There are no social implications directly arising from this report.

(d) Environmental Implications

There are no environmental implications directly arising from this report.

(e) Economic/Asset Management Implications

There are no economic/asset management implications directly arising from this report.

(f) Risk Implications

Council's adopted risk appetite for non-compliance with legislative requirements is averse.

CONCLUSION

Council must adopt an agency information guide. The reviewed guide presented conforms with requirements.

RECOMMENDATION

That Council:

- 1. Notes the draft Agency Information Guide 2025-2026 has been submitted to the Information and Privacy Commission for review.**
- 2. Receive a further report should variations been proposed.**
- 3. In the event that no variations are proposed by the Information and Privacy Commission, adopt the Agency Information Guide 2025-2026.**

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/councils/coonamble).

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/councils/coonamble).

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

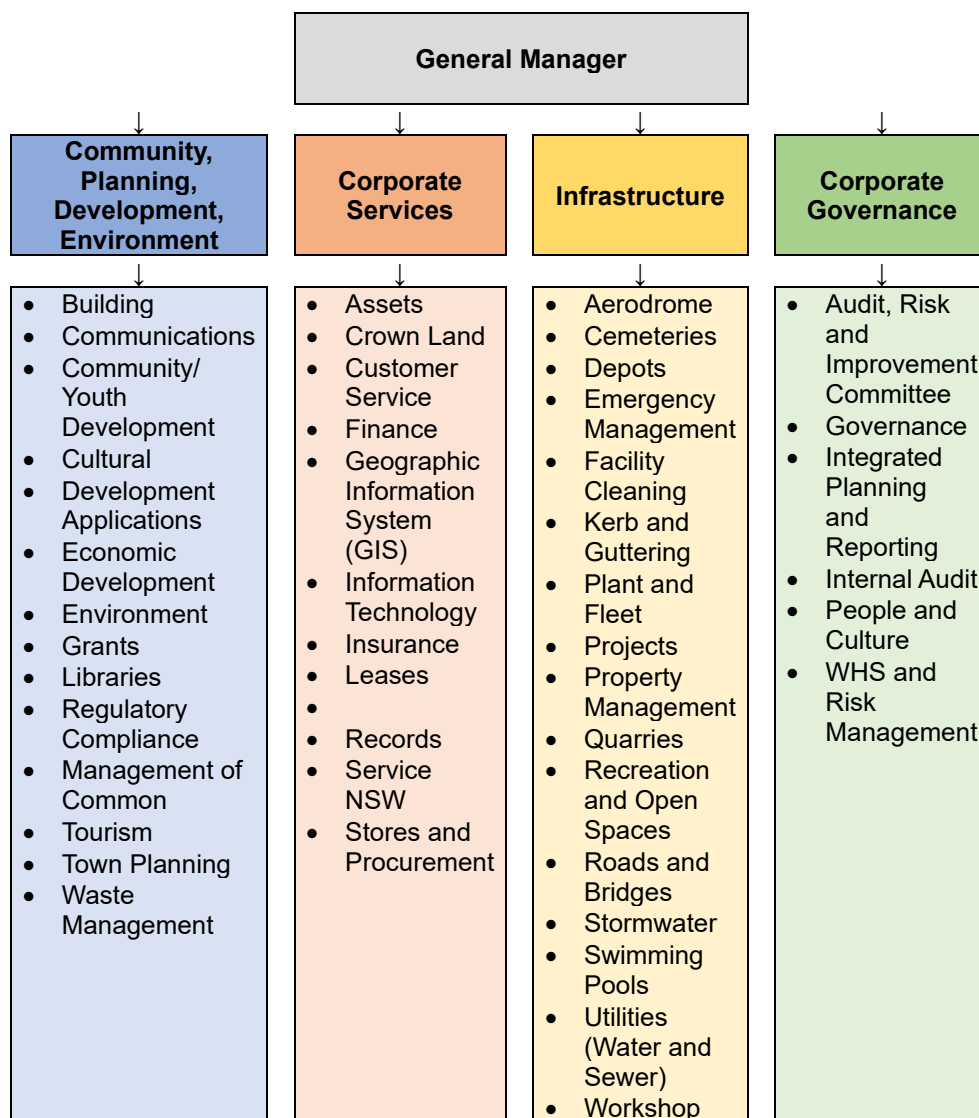
223 ROLE OF GOVERNING BODY

- (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 9 October 2024:

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 June 2025:

Phillip Perram	Interim General Manager
Barry Broe	Director Community, Planning Development and Environment
Bruce Quarmby	Director Corporate Services
Kerrie Murphy	Director Infrastructure
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

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:

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

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 3:00pm. Monthly Council meetings are generally held at the Coonamble Council Chambers, except for annual meetings held at Gulargambone (March) and Quambone (October). 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.

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):

Coonamble Shire Council
Agency Information Guide

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 \(nsw.gov.au\)](http://www.coonamble.nsw.gov.au).

- 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.ipc.nsw.gov.au/gipa-act-fees-and-charges).

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.nsw.gov.au/access-to-information-coonamble-shire-council) 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.nsw.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

10.8 STATUS OF INVESTMENTS - JUNE 2025**File Number:** Investments General - I5**Author:** Imogen Pawley-Finance Assistant**Authoriser:** Bruce Quarmby, Director Corporate Services**Annexures:** 1. Imperium report June [↓](#) **PURPOSE**

The purpose of the report is for Councillors to note the status of its investment portfolio.

BACKGROUND**(a) Relevance to Integrated Planning and Reporting Framework**

DPP 10.5 Deliver a Long-Term Financial Plan (LTFP) that achieves balance between the Council's financial capabilities and the community's aspirations, and which is a quality decision making and problem solving tool.

(b) Financial Considerations

Investment levels and interest rates are currently on par with the revised estimated calculations.

COMMENTARY

The format of the report has been configured to demonstrate Council's compliance with the relevant legislative requirements along with Council's own adopted Investment Policy.

The attached Investment Report was calculated on 29 June 2025 after all maturing dates for investments had passed.

The total Capital Value of Investments is \$24,750,000. This is broken down with \$23,250,000 invested in term deposits as shown in the attached report, and \$1,500,000 in at call savings accounts.

The main arrears of expenditure are seen in the below table:

Corporate services/Governance Electoral expenses, audit expenses, quarterly insurance W/C	\$256,374
Transport – Includes various sealing works and hire of plant, Tooraweenah Road project	\$1,099,992
Water and Sewer Chemicals	\$64,794
Waste Crushing of waste	\$63,777

Of these payments it is expected \$1,031,729 will be either funded through Grants or reimbursed to Council.

Council has acquitted the following grants with payment expected to be received in the near future. Upon receipt of these funds, Council intends to reinvest them in accordance with our Investment Policy.

Dept of Infrastructure and Regional Development	LRCI – Phase 3	\$929,818
Department of Climate Change and Energy the Environment and Water	ASOP2304– Milestone 3	\$50,000
Dept of Infrastructure and Regional Development	Coonamble Sports Ground	\$270,000
Department of Regional NSW	RYIP – Instalment 2	\$873,246

Council is continuing its endeavors to recover outstanding grants.

Historical Portfolio Balances as at 30/06/2025

31/07/2024	31/08/2024	30/09/2024	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
23.75	23.75	23.75	22.75	21.25	21.25	20.25	18.25	22.75	20.75	22.25	24.75



AVAILABLE WORKING FUNDS

Restricted funds are set aside by Council and external parties for a particular purpose to meet future expenses. Unrestricted funds are available to be used to cover all other expenses of Council.

As per the recently completed 2024/2025 March Budget Review the balance of unrestricted cash has been calculated at \$1,120,000.

(a) Governance/Policy Implications

Monthly financial reporting ensures transparency of financial reporting to enable Councillors to make financially sustainable and accountable decisions.

(b) Legal Implications

As the authoriser of the report, Council's responsible accounting officer has certified that all investments continue to be made in accordance with Section 223(c) of the *Local Government Act 1993*, which requires Council to ensure, as far as possible, the financial sustainability of the Council.

The investments as presented also comply with all other relevant *Local Government Regulations* and Council's adopted *Investment Policy*.

(c) Social Implications

Council funds are used to provide services and infrastructure to the community, and, as a result, well managed funds maximise the level of financial resources available to support the community.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

Sound economic management includes maximising Council's return on investment, and this is achieved by closely monitoring investments in line with Council's Investment Policy.

(f) Risk Implications

Sound economic management includes maximising Council's return on investment, and this is achieved by closely monitoring all investments in line with Council's Investment Policy.

CONCLUSION

Funds have been appropriately restricted to ensure all areas of Council can continue to operate in accordance with both the annual Operational Plan and the Long-Term Financial Plan.

Further, all investments are continued to be made in accordance with the requirements of the *Local Government Act 1993*, the *Regulations* and Council's Investment Policy.

RECOMMENDATION

That Council note the report of investments from 1 June 2025 to 30 June 2025 and that these investments comply with section 625(2) of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2021* and Council's Investment Policy.



Investment Report

01/06/2025 to 30/06/2025

Portfolio Valuation as at 30/06/2025

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	09/12/2024	09/07/2025	5.0800	1,000,000.00	1,000,000.00	28,392.33	4,175.34
NAB	A-1+	TD	GENERAL	At Maturity	14/03/2025	17/07/2025	4.7000	1,000,000.00	1,000,000.00	14,035.62	3,863.01
NAB	A-1+	TD	GENERAL	At Maturity	06/03/2025	06/08/2025	4.7000	1,000,000.00	1,000,000.00	15,065.75	3,863.01
NAB	A-1+	TD	GENERAL	At Maturity	28/05/2025	20/08/2025	4.3000	1,000,000.00	1,000,000.00	4,005.48	3,534.25
NAB	A-1+	TD	GENERAL	At Maturity	28/03/2025	28/08/2025	4.7500	2,000,000.00	2,000,000.00	24,726.03	7,808.22
BOQ	A-2	TD	GENERAL	At Maturity	02/12/2024	02/09/2025	5.0500	1,000,000.00	1,000,000.00	29,193.15	4,150.68
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	12/05/2025	11/09/2025	4.3400	2,000,000.00	2,000,000.00	11,890.41	7,134.25
NAB	A-1+	TD	GENERAL	At Maturity	29/05/2025	29/09/2025	4.2500	1,500,000.00	1,500,000.00	5,763.70	5,239.73
AMP Bank	A-2	TD	GENERAL	At Maturity	07/04/2025	07/10/2025	4.5000	1,000,000.00	1,000,000.00	10,479.45	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	34,931.51	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	34,170.41	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	33,329.04	4,183.56
Unity Bank	Unrated	TD	GENERAL	At Maturity	18/11/2024	18/11/2025	5.0000	250,000.00	250,000.00	7,705.48	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	1,413.70	1,413.70
BOQ	A-2	TD	GENERAL	At Maturity	04/06/2025	04/12/2025	4.3500	2,000,000.00	2,000,000.00	6,435.62	6,435.62
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	18/06/2025	19/01/2026	4.4100	2,000,000.00	2,000,000.00	3,141.37	3,141.37
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	12/06/2025	12/02/2026	4.3300	500,000.00	500,000.00	1,126.99	1,126.99
IMB Bank	BBB+	FRTD	GENERAL	Quarterly	06/08/2024	06/08/2026	4.4000	1,000,000.00	1,000,000.00	6,750.68	3,616.44



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
IMB Bank	BBB+	FRTD	GENERAL	Quarterly	16/01/2025	17/01/2028	4.7000	1,000,000.00	1,000,000.00	9,786.30	3,863.01
Commonwealth Bank	A-1+	CASH	GENERAL	Annual	30/06/2025	30/06/2025	0.0000	1,500,000.00	1,500,000.00	-	-
TOTALS								24,750,000.00	24,750,000.00	282,343.01	76,634.11

Portfolio by Asset as at 30/06/2025

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	30/06/2025	30/06/2025	0.0000	1,500,000.00	1,500,000.00	-	-
CASH SUBTOTALS								1,500,000.00	1,500,000.00	-	-

Asset Type: TD

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	09/12/2024	09/07/2025	5.0800	1,000,000.00	1,000,000.00	28,392.33	4,175.34
NAB	A-1+	TD	GENERAL	At Maturity	14/03/2025	17/07/2025	4.7000	1,000,000.00	1,000,000.00	14,035.62	3,863.01
NAB	A-1+	TD	GENERAL	At Maturity	06/03/2025	06/08/2025	4.7000	1,000,000.00	1,000,000.00	15,065.75	3,863.01
NAB	A-1+	TD	GENERAL	At Maturity	28/05/2025	20/08/2025	4.3000	1,000,000.00	1,000,000.00	4,005.48	3,534.25
NAB	A-1+	TD	GENERAL	At Maturity	28/03/2025	28/08/2025	4.7500	2,000,000.00	2,000,000.00	24,726.03	7,808.22
BOQ	A-2	TD	GENERAL	At Maturity	02/12/2024	02/09/2025	5.0500	1,000,000.00	1,000,000.00	29,193.15	4,150.68
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	12/05/2025	11/09/2025	4.3400	2,000,000.00	2,000,000.00	11,890.41	7,134.25
NAB	A-1+	TD	GENERAL	At Maturity	29/05/2025	29/09/2025	4.2500	1,500,000.00	1,500,000.00	5,763.70	5,239.73
AMP Bank	A-2	TD	GENERAL	At Maturity	07/04/2025	07/10/2025	4.5000	1,000,000.00	1,000,000.00	10,479.45	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	34,931.51	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	34,170.41	4,167.12

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Westpac	A-1+	TD	GENERAL	At Maturity	04/11/2024	04/11/2025	5.0900	1,000,000.00	1,000,000.00	33,329.04	4,183.56
Unity Bank	Unrated	TD	GENERAL	At Maturity	18/11/2024	18/11/2025	5.0000	250,000.00	250,000.00	7,705.48	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	1,413.70	1,413.70
BOQ	A-2	TD	GENERAL	At Maturity	04/06/2025	04/12/2025	4.3500	2,000,000.00	2,000,000.00	6,435.62	6,435.62
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	18/06/2025	19/01/2026	4.4100	2,000,000.00	2,000,000.00	3,141.37	3,141.37
Suncorp Bank	A-1+	TD	GENERAL	At Maturity	12/06/2025	12/02/2026	4.3300	500,000.00	500,000.00	1,126.99	1,126.99
TD SUBTOTALS								21,250,000.00	21,250,000.00	265,806.03	69,154.66

Asset Type: FRTD

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
IMB Bank	BBB+	FRTD	GENERAL	Quarterly	06/08/2024	06/08/2026	4.4000	1,000,000.00	1,000,000.00	6,750.68	3,616.44
IMB Bank	BBB+	FRTD	GENERAL	Quarterly	16/01/2025	17/01/2028	4.7000	1,000,000.00	1,000,000.00	9,786.30	3,863.01
FRTD SUBTOTALS								2,000,000.00	2,000,000.00	16,536.99	7,479.45



Portfolio by Asset Totals as at 30/06/2025

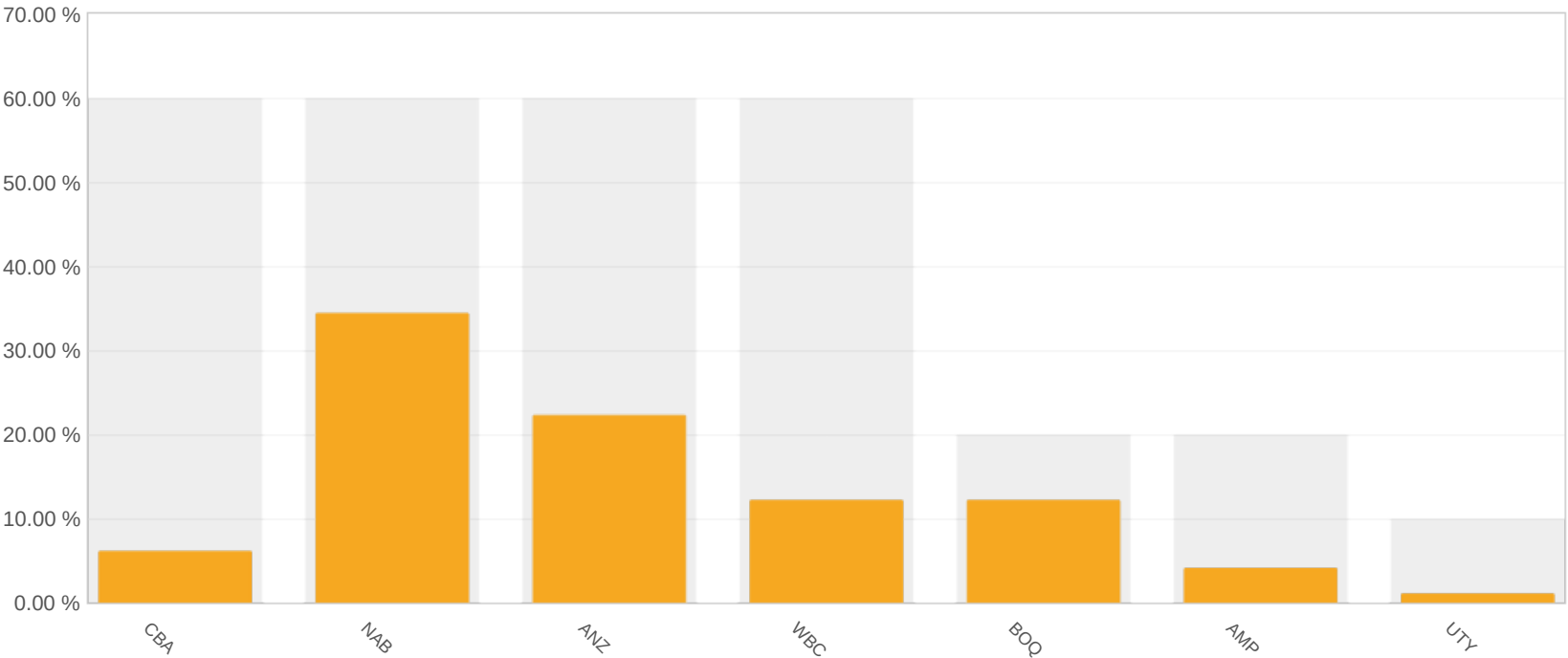
Type	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
CASH	1,500,000.00	1,500,000.00	-	-
TD	21,250,000.00	21,250,000.00	265,806.03	69,154.66
FRTD	2,000,000.00	2,000,000.00	16,536.99	7,479.45
TOTALS	24,750,000.00	24,750,000.00	282,343.01	76,634.11

Counterparty Compliance as at 30/06/2025

Short Term Investments

Compliant	Bank Group	Term	Rating	Invested (\$)	Invested (%)	Limit (%)	Limit (\$)	Available (\$)
✓	Commonwealth Bank	Short	A-1+	1,500,000.00	6.06	60.00	-	13,350,000.00
✓	NAB	Short	A-1+	8,500,000.00	34.34	60.00	-	6,350,000.00
✓	ANZ Bank	Short	A-1+	5,500,000.00	22.22	60.00	-	9,350,000.00
✓	Westpac	Short	A-1+	3,000,000.00	12.12	60.00	-	11,850,000.00
✓	BOQ	Short	A-2	3,000,000.00	12.12	20.00	-	1,950,000.00
✓	AMP Bank	Short	A-2	1,000,000.00	4.04	20.00	-	3,950,000.00
✓	Unity Bank	Short	Unrated	250,000.00	1.01	10.00	-	2,225,000.00
TOTALS				22,750,000.00	91.92			

Counterparty Compliance - Short Term Investments



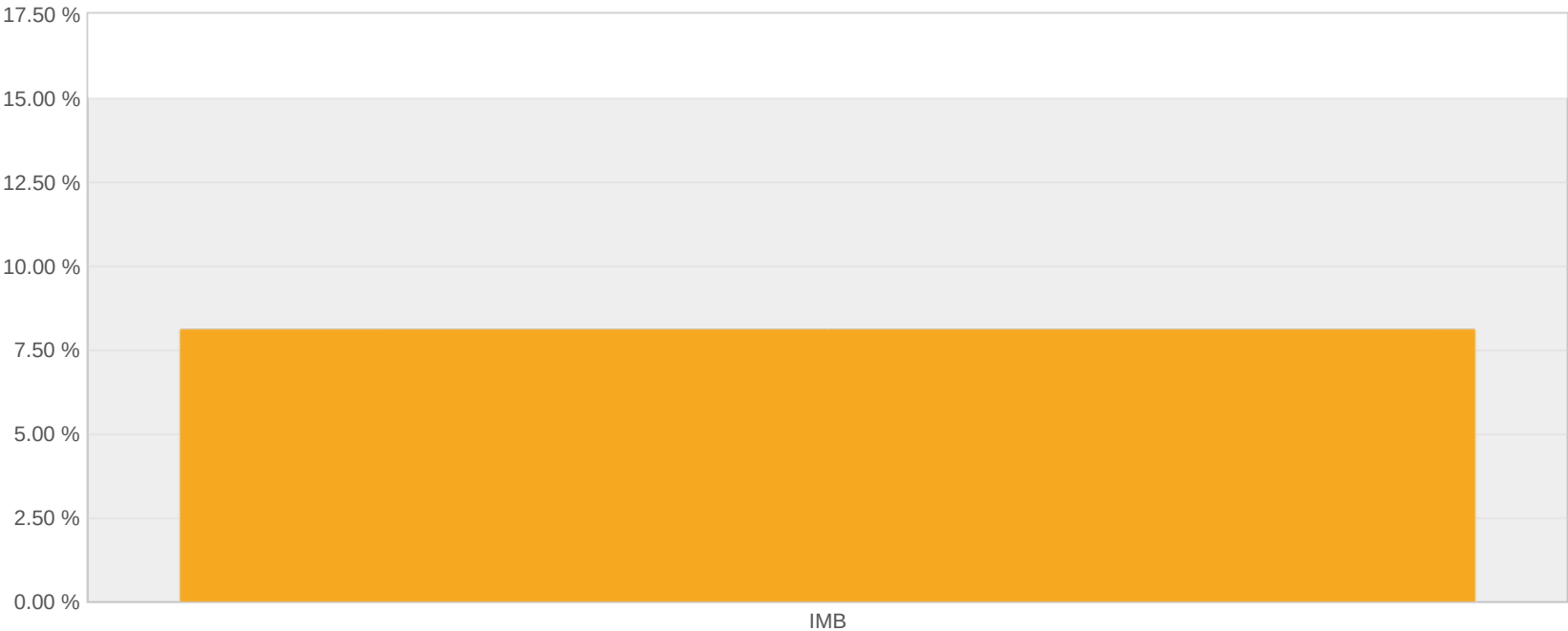


Long Term Investments

Compliant	Bank Group	Term	Rating	Invested (\$)	Invested (%)	Limit (%)	Limit (\$)	Available (\$)
	IMB Bank	Long	BBB+	2,000,000.00	8.08	15.00	-	1,712,500.00
TOTALS				2,000,000.00	8.08			



Counterparty Compliance - Long Term Investments



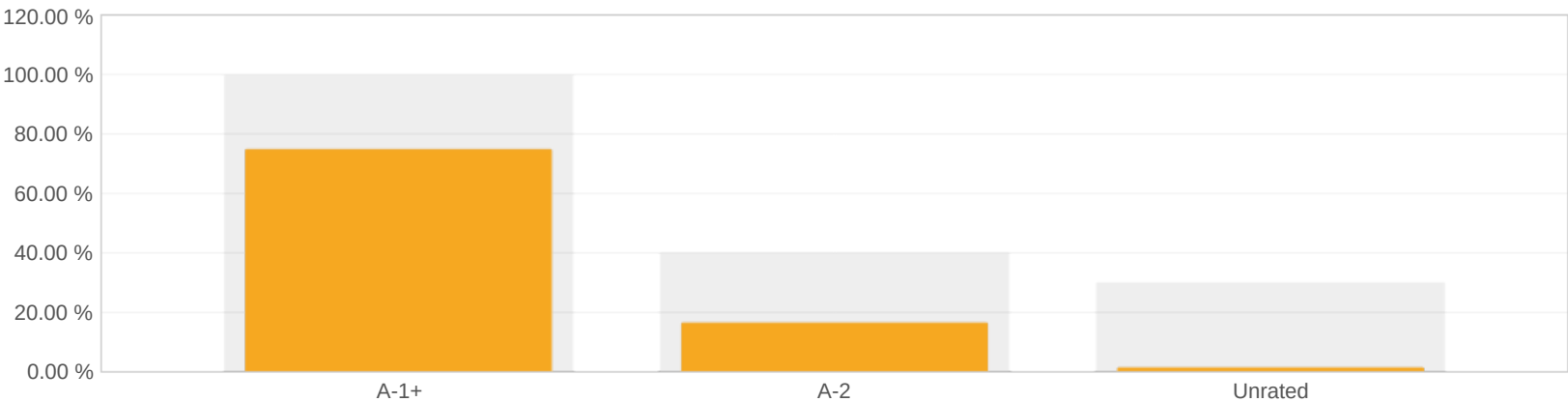


Credit Quality Compliance as at 30/06/2025

Short Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available (\$)
✓	A-1+	18,500,000.00	74.75	100.00	6,250,000.00
✓	A-2	4,000,000.00	16.16	40.00	5,900,000.00
✓	Unrated	250,000.00	1.01	30.00	7,175,000.00
TOTALS		22,750,000.00	91.92		

Credit Quality Compliance - Short Term Investments

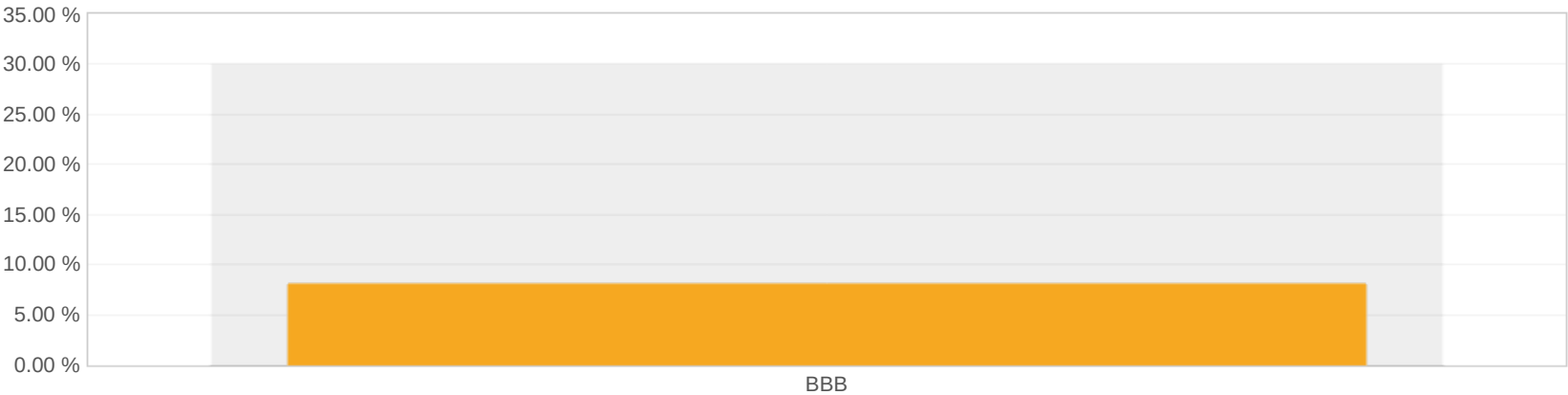




Long Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available (\$)
✓	BBB	2,000,000.00	8.08	30.00	5,425,000.00
TOTALS		2,000,000.00	8.08		

Credit Quality Compliance - Long Term Investments

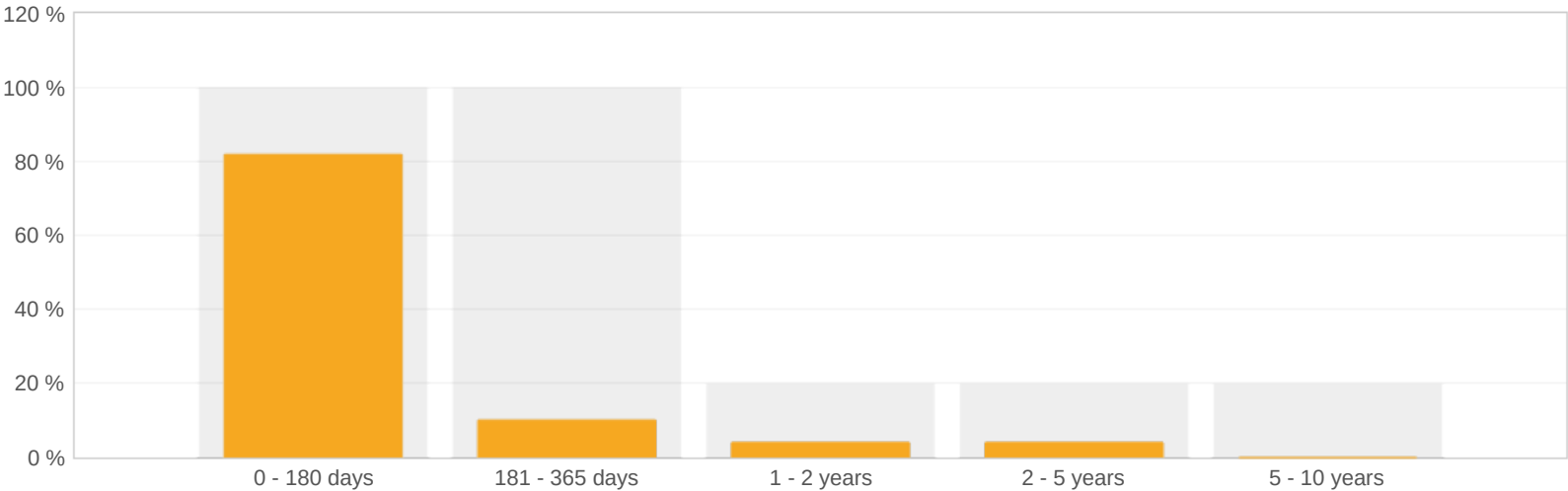




Maturity Compliance as at 30/06/2025

Compliant	Term	Invested (\$)	Invested (%)	Min Limit (%)	Max Limit (%)	Available (\$)
✓	0 - 180 days	20,250,000.00	81.82	0.00	100.00	4,500,000.00
✓	181 - 365 days	2,500,000.00	10.10	0.00	100.00	22,250,000.00
✓	1 - 2 years	1,000,000.00	4.04	0.00	20.00	3,950,000.00
✓	2 - 5 years	1,000,000.00	4.04	0.00	20.00	3,950,000.00
✓	5 - 10 years	-	0.00	0.00	20.00	4,950,000.00
TOTALS		24,750,000.00	100.00			

Maturity Compliance





Historical Portfolio Balances as at 30/06/2025

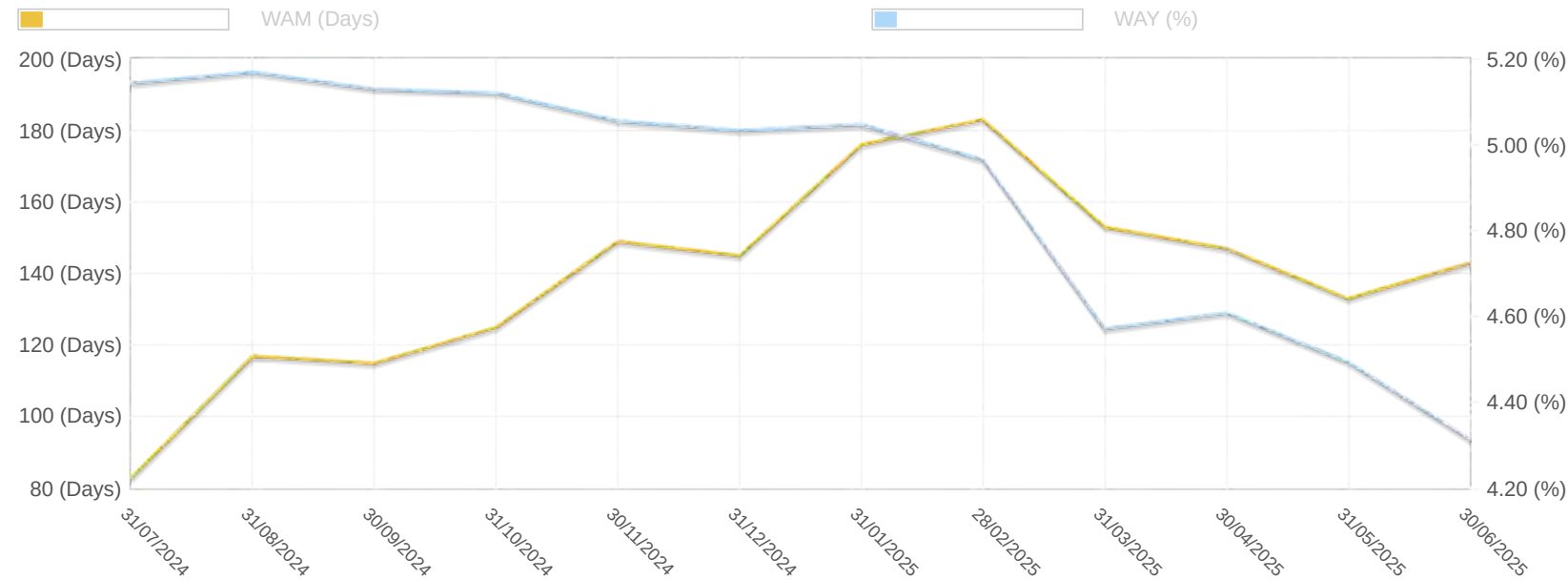
31/07/2024	31/08/2024	30/09/2024	31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025	30/04/2025	31/05/2025	30/06/2025
23.75	23.75	23.75	22.75	21.25	21.25	20.25	18.25	22.75	20.75	22.25	24.75





Historical Ratios as at 30/06/2025

	31/07/2024	31/08/2024	30/09/2024	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
WAM (Days)	83	117	115	125	149	145	176	183	153	147	133	143
WAY (%)	5.1424	5.1689	5.1293	5.1201	5.0553	5.0332	5.0467	4.9647	4.5716	4.6089	4.4944	4.3143



10.9 SALE OF LAND UNPAID RATES

File Number: D3

Author: Deborah Tatton-Manager Finance & Procurement

Authoriser: Bruce Quarmby, Director Corporate Services

Annexures: 1. SR Law Sale of Land Process [↓](#) 

PURPOSE

The purpose of this report is to seek Council's approval for the sale of properties for unpaid rates and charges on properties that have met the condition of Section 713 of the *Local Government Act 1993* and in accordance with Council's Credit Management and Debt Recovery Policy.

BACKGROUND

Under Section 713 of the Local Government Act, Council may sell land for unpaid rates and charges. In accordance with Section 713 (1), the properties identified are eligible to be sold for unpaid rates and charges as they have rates and charges that have been outstanding for more than five (5) years, or they are parcels of vacant land that have charges that have remained outstanding for more than one (1) year and less than (5) years and the value of outstanding rates exceeds the value of the land.

The sale of land for unpaid rates and charges is required to be undertaken by Public Auction.

(a) Relevance to Integrated Planning and Reporting Framework

DPP 10.7 Deliver a Long-Term Financial Plan (LTFP) that achieves balance between Council's financial capabilities and the community's aspirations.

(b) Financial Considerations

By undertaking the Sale of Land for unpaid rates Council provides an ongoing reduction of outstanding debts owed to Council and an increase in cash available to fund operations or to invest.

COMMENTARY

The selling of land for unpaid rates and charges requires the preparation of numerous certificates and searches. It takes several months to finalise once the required notification has been given to the landholders. Council has contracted the services of a specialist company SR Law to manage the Sale of Land process on behalf of Council.

Should the proceeds from the sale of land not cover the rates and charges owing and the costs associated with the sale, the balance will be funded from the Provision for Bad and Doubtful Ratepayer Debts.

Based on a review of the property in question, it is not expected that Council will be significantly adversely affected by unrecoverable sale costs.

A total of 32 properties are held on Council's records that satisfy the requirements of Section 713 of the *Local Government Act 1993*, enabling Council to sell them for

unpaid rates and charges, and are not under some other satisfactory payment arrangement. At the time of this report, the combined total of the outstanding debt of these properties is \$678,305.85. It should be noted that even through a Sale of Land Auction, Council may not be able to fully recover this debt and there may be instances where a write-off of the debt will be required. Council has a provision available for the write off and any debt to be written off will be resolved by Council.

The collection of rates in this manner is a last resort, with many other recovery processes and attempts to contact the owners having been attempted without success. The action constitutes good financial management by preventing the excessive build-up of large outstanding debts.

The sale process is defined by the *Local Government Act (1993)* and regulations, and is broadly as follows:

- Council resolves to sell the properties that qualify for sale of land and certifies the details of each property and the debt, and the date and place for the public auction.
- Between three and six months before the auction the proposed sale of the list of properties is publicly advertised in the NSW Gazette and a local newspaper.
- The owners of each property are written to, to personally advise them of the proposed sale of their property.
- Other interested parties on title and the owners of adjacent properties are also advised in writing.
- A Real Estate Agent is appointed to market and auction the properties.
- Any debt paid in full before auction will result in the property being removed from the auction.
- Any properties not sold at auction are subsequently sold by private treaty.
- Upon receipt of vacant possession, settlement will occur seven (7) days after. Once property is sold, Council will recover the overdue monies.
- The full debt is considered paid, and the new buyer receives the land without any residual rates or mortgage debts, even if the property sells for less than the debts.
- Council recovers its debts, possibly writes-off a few small balances, and begins a new relationship with a new ratepayer.

A summary of the proposed process from SR Law can be found in the attachment.

(a) Governance/Policy Implications

Council's Credit Management and Debt Recovery Policy refers to the Sale of Land for Unpaid Rates section 6.2.5 to be activated once all other avenues of debt recovery have been extinguished.

(b) Legal Implications

Under Division 5 of the *Local Government Act 1993*, the Council is permitted to sell land which have accrued unpaid rates and charges, in the case of vacant land, for more than 1 year, and, in the case of any other land, for more than five (5) years. (refer to LGA 1993: section 713).

Certain procedural requirements must be met. (refer to LGA 1993: sections 713 (3); 715; 716).

If there is any remaining surplus money after satisfying from the purchase money all rates, charges and debts in respect of the land due to the council, or any other rating authority, such surplus money will be held in trust by the Council subject to s720 of the *Local Government Act 1993* and the *Unclaimed Money Act 1995 (NSW)*.

This Policy seeks to ensure as far as possible the financial sustainability of the council LGA 1993 section 223 (1(c), and seeks to represent the collective interests of residents, ratepayers and the local community LGA 1993 section 232(1(d))

(c) Social Implications

Communities expect Council to act in their best interest, with transparency and accountability.

(d) Economic/Asset Management Implications

The economic benefits of the recovery of unpaid rates and charges through the sale of land is in accordance with the Council's long term financial management strategy.

(e) Risk Implications

Land sales can bring revenue and strategic value, but they also carry legal, financial, operational, reputational, social, and governance risks. Council will implement mitigation strategies to reduce these risks.

CONCLUSION

Council is advised that 32 properties are held on Council's records that satisfy the requirements of Section 713 of the *Local Government Act 1993*, enabling Council to sell them for unpaid rates and charges.

RECOMMENDATION

That Council:

- 1. Notes the report.**
- 2. Sell the properties that meet the conditions of the *Local Government Act 1993* and Regulations at a public Auction.**
- 3. Authorises the General Manager to proceed with the necessary arrangements pertaining to the sale of the properties identified which satisfy the criteria as set out in the *Local Government Act 1993* and Local Government (General) Regulation 2005.**
- 4. Authorises the General Manager or their delegate to undertake Bankruptcy proceedings were deemed necessary on properties of Deceased Estates.**

5. **Authorises the General Manager to withdraw from auction any property occupied by a ratepayer who in the General Manager's opinion is suffering extreme and unusual financial hardship and who, prior to the commencement of the auction, has made an acceptable arrangement for the repayment of the outstanding rates and charges.**
6. **Authorises the General Manager or their delegate to execute contracts and transfer documents pertaining to the properties specified in the body of the report.**
7. **Reserves the right to withdraw the property from sale for technical or legal reasons.**



Simons Ravden Pty Ltd

Trading as SR Law

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Workflow Overview: Property Sale Process

1. **Project Initiation** (*Day 0*)
 - Project management, admin, and liaising with the Council.
2. **Initial Notification to Ratepayer** (*Day 2*)
 - First Letter of Demand, including cost calculations and future payable amounts.
3. **Title & Ownership Verification and Authority to Sell** (*Day 17*)
 - Conduct title and owners searches.
 - Prepare and obtain General Manager's Certificates.
4. **Public Notification & Auction Preparation** (*Day 20*)
 - Issue Public Notice of Sale.
 - Prepare and issue contract for sale, including auction terms.
 - Independently select Real Estate Agent and Auctioneer.
 - Send Second Letter of Demand with Notice of Sale and updated cost details.
5. **Auction Event** (*Day 110*)
 - Attend the auction.
6. **Post-Auction to Completion** (*Day 111 to Day 156*)
 - Contract completion (handling requisitions and title adjustments).
 - Title transfer (including PEXA and NSW Land Registry Services fees).
7. **Payment of Rates and Final Notification to Ratepayer** (*Day 156*)
 - Payment of rates and expenses.
 - Send Third Letter to ratepayer explaining the application of sale proceeds and recovery steps for surplus funds. Warning of forfeiture to Revenue NSW if no claim made.
8. **Legal & Administrative Support** (*Ad hoc*)



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- Solicitors will provide legal advice, dispute resolution, document processing, and other services as required.
- Clerks will provide administrative support for tasks not covered elsewhere as required.

10.10 REVIEW OF RECORDS MANAGEMENT POLICY**File Number:** Policies - P15**Author:** Deborah Tatton-Manager Finance & Procurement**Authoriser:** Bruce Quarmby, Director Corporate Services**Annexures:** 1. Draft Records Management Policy [↓](#) **PURPOSE**

The purpose of this report is to provide Council with a reviewed Records Management Policy for consideration and adoption.

BACKGROUND

Council's Records Management Policy was last reviewed and adopted by Council on 11 April 2018 and as such is due for review. The document has been reviewed in consultation with relevant staff.

(a) Relevance to Integrated Planning and Reporting Framework

Goal 15: We actively serve our community to the best of our ability

L1.1 (25) Find opportunities to use our skills, and work with others to build a united, vibrant and service-oriented community

Goal 16: We make and implement informed decisions with trustworthiness, integrity and probity.

L2.3 (27) Proactively communicate decisions, and the processes to reach them, to relevant stakeholders

Goal 17: We adopt processes of ongoing improvement and learning in our endeavours.

L1.1 (25) Find opportunities to use our skills, and work with others to build a united, vibrant and service-oriented community

(b) Financial Considerations

Costs associated with implementation of new electronic Document Records Management System (eDRMS) and the digitisation of physical records. Council has been staging the implementation of the new system with the costs spread out over a number of years in minimise the financial impact on the Council financially. Consultants have been utilised where possible for efficiency.

COMMENTARY

In line with best practice approved by the State Records Authority, Council is transitioning away from a predominantly paper-based records management system to digital recordkeeping. This means that the majority of the Council's records will be created, stored and managed digitally, and where feasible paper records will be digitalised.

The eDRMS is the primary recordkeeping system for Council for the management of both physical and electronic records along with the document metadata.

The review of the Records Management Policy is intended to align the new business systems and processes to support digital recordkeeping under the Records Management Framework.

This Policy will apply to all Council business records, including electronic and physical records. It includes records which are created, collected, processed, used, stored and disposed in the conduct of official Council business. This Policy once adopted will require recordkeeping practices and processes to be a significant feature of all business processes and systems. It is the responsibility of all staff, regardless of level, to contribute to the sound recordkeeping practices.

In order to ensure that this policy is effective, Council will monitor the use of the eDRMS in a variety of ways to ensure compliance across all departments of Council.

(a) Governance/Policy Implications

Once adopted by Council, the revised Records Management Policy will become a policy of Council.

(b) Legal Implications

The revised Records Management Policy is in accordance with the provisions of the State Records Act 1998.

This Policy seeks to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council LGA 223 (1(e).

(c) Social Implications

Digital files can be accessed from anywhere, promoting collaboration and information sharing.

(d) Environmental Implications

With Council's commitment to reduce paper-based processes, this reduces the need for paper, conserving trees and other natural resources, whilst also reducing carbon emissions.

(e) Economic/Asset Management Implications

Digital documents require less storage space than physical files, allowing for savings in storage costs and floor space allowing for a more efficient use of this space.

(f) Risk Implications

Digital documents can be encrypted and backed up, protecting sensitive information from unauthorised access and loss.

CONCLUSION

Coonamble Shire Council is committed to meeting its responsibilities under legislation and implementing best practice in its information management practices and procedures. The review and adoption of the Records Management Policy allows for Council to adapt to managing records electronically wherever possible, ensuring the preservation of Council's Corporate Memory through sound record keeping practices and the accurate capture of information to meet legal, evidential and accountability requirements.

RECOMMENDATION

- 1. That Council**
- 2. 1. Note the report.**
- 3. 2. Place the draft Records Management Policy on public exhibition for a period of 28 days for the purpose of inviting submissions from the community and prepare a further report to Council if any submissions are received.**
- 4. 3. If no submissions are received, adopt the Records Management Policy as a policy of Council.**



RECORDS MANGEMENT POLICY

1. BACKGROUND

Under the State Records Act 1998(NSW), Public Offices such as Coonamble Shire Council are required to establish and maintain a records management program in conformity with standards and codes of best practice approved by the State Records Authority.

Coonamble Shire Council is committed to meeting its responsibilities under the State Records Act and to implementing best practice in its information management practices and procedures. A records management framework has been adopted by Council and outlines legislative requirements, strategies, plans, manuals, processes and supporting guidelines specifically designed for managing its corporate information.

2. PURPOSE

The purpose of this policy is to establish a consistent and compliant approach to the creation, capture, maintenance, and disposal of records across Council.

3. POLICY OBJECTIVE

The objective of this policy is to:

- Ensure a framework for the implementation of a records management program at Coonamble Shire Council (Council) in conformity with standards and codes of best practice.
- Ensure effective information management and retrieval across Council and highlight the responsibilities of Council staff regarding compliance with the State Records Act 1998 (NSW).
- Ensure the preservation of Council's "Corporate memory" through sound record keeping practices and the accurate capture of information to meet legal, evidential and accountability requirements.
- Ensure that Council's Records management Program provides timely and comprehensive information to meet legal obligations, operational business needs, accountability requirements and community expectations.

4. LEGISLATION

Specific Records Management and Access to Information Legislation

- State Records Act NSW 1998
- State Records Amendment Act 2005
- State Records Regulation 2024
- Electronic Transactions Act 2000 (NSW)
- Evidence Act 1995 (NSW)
- Government Information (Public Access) Act 2009 (GIPA)
- Privacy and Protection of Personal Information Act 1998 (PPPIA)
- Local Government Records Authority – GA39 and GA45
- FA 450 – Functional Retention and Disposal Authority for Local Government
- Australian Standard – ISO 15489.1 – Records Management – Part 1 – General
- Australian Standard – ISO 15489.1 – Records Management – Part 2 – Guidelines

Other Relevant Legislation

- Local Government Act 1993
- Local Government (General) Regulation 2021
- ICAC Act 1988
- Companion Animals Act 1998
- Copyright Act 1968
- Crimes Act 1900
- Environmental Planning and Assessment Act 1979
- Fringe Benefits Tax Act 1986
- Insurance Act 1902
- Health Records and Information Privacy Act 2002
- Ombudsman Act 1974
- Payroll Tax Act 2007
- Public Sector Employment and Management Act 2002
- Roads Act 1993
- State Emergency and Rescue Management Act 1989
- Swimming Pools Act 1992
- Trade Practices Act 1974
- Workers Compensation Act 1987
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

5. APPLICATION/SCOPE

This Policy applies to the General Manager, the Mayor, Councillors, contractors, volunteers, delegates, and all staff of Coonamble Shire Council.

This Policy applies to all Council business records including electronic and physical records. It includes records which are created, collected, processed, used, sentenced, stored and disposed of in the conduct of official Council business.

6. POLICY

Coonamble Shire Council is dedicated to managing records electronically wherever possible and will do so in compliance with the State Records Act, Electronic Transactions Act 2000 (NSW) and Evidence Act 1995 (NSW) requirements.

6.1. ACCOUNTABILITY REQUIREMENTS

1.1 General Manager

Under the State Records Act, the General Manager is responsible for ensuring that Council complies with the regulations and requirements of this Act.

1.2 Mayor and Councillors

The Mayor and Councillors are responsible for the adoption of and compliance with the requirements of the Records Management Policy by ensuring that full and accurate records of activities and decisions in the course of their official duties are created, registered, managed, and disposed of appropriately to meet the Council's organisational needs and accountability requirements.

1.3 Director Corporate Services

The Director Corporate Service is responsible for providing a strategic focus for record-keeping throughout Council including establishing best practice and ensuring compliance with the requirements of the State Records Act.

1.4 Manager Finance and Procurement

The Manager Finance and Procurement is responsible for the efficient management of Council's records (physical and electronic) incorporating sound record-keeping principles and records management best practice guidelines.

1.5 Records Management Team

The Records Management Team is responsible for the effective management and system administration of Council's Corporate Records System. The Information Records Team will assist staff to fulfil their record keeping responsibilities and will

provide advice and training as required. Operationally, the Records Management Team is responsible for the scanning, registration, and electronic distribution of incoming and outgoing records of Council. The team also provides and facilitates the sentencing, archiving, and destruction of Council records, and the monitoring and auditing of records management processes.

1.6 Managers

Managers are responsible for ensuring their staff are trained, utilise the Corporate Records Management System and respond to correspondence within determined timeframes.

1.6 Staff

Under the State Records Act all staff are required to “make and keep full and accurate records of business activities” (section 12(1), State Records Act). Council staff have a number of basic obligations regarding records:

- Make records to support the conduct of their business activities.
- Create and maintain records electronically where possible.
- Do not destroy Council records without authority from the Records Management Team and the General Manager.
- Treat information as a valuable corporate asset and handle records with care and respect in a sensible manner to avoid damaging records with a view to prolonging their life span.
- Ensure that records regardless of format are captured into Council's official record-keeping system.
- Do not relinquish control of any records to any third-party organisations without the express knowledge and permission of the Records Management Team.
- Be aware of and proficient in records management procedures.
- Maintain the confidentiality of records in accordance with Council's Code of Conduct, Government Information (Public Access) Act 2009 (NSW) ('GIPA Act'), and Privacy and Personal Information Protection Act 1998 (NSW) ('PPIP Act').

6.2. ACCESS TO COUNCIL RECORDS

Access to Council records will be administered in accordance with relevant legislation, statutory authority guidelines and Council policy including the GIPA Act, PPIP Act, Information and Privacy Commission Information Access Guidelines and Council's Right to Information Policy.

6.3. STORAGE AND SECURITY OF RECORDS

All records will be stored appropriately to allow for their retrieval, use and preservation whilst maintaining their security, privacy, and confidentiality. Electronic records will be stored in Council's Electronic Records Management System and will be backed up systematically. Physical records will be housed on-site and in compliance with the NSW State Records Standard on the Physical Storage of State Records.

Unauthorised alteration, distribution, removal, or destruction of Council records is prohibited.

6.4. ARCHIVING, DISPOSAL AND DESTRUCTION OF RECORDS

Council records must be protected, maintained and accessible for their entire retention period as outlined in NSW State Records Authority Standards GA-39-General Retention and Disposal Authority: Local Government Records (FA 450) and GA-45-General Retention and Disposal Authority: Original or source records that have been copied ('GA-45').

All Council records will be archived and destroyed in accordance with GA-39, GA-45 and FA-450.

6.5. VITAL RECORDS & CORPORATE MEMORY

Vital records are those records, in any form, which contain information essential to the continued business of the organisation, which if lost, damaged, destroyed or otherwise unavailable could affect critical operations.

Vital records should be the main priorities for salvage when a disaster occurs. Vital records may include records that are needed to:

- Operate the organisation during a disaster,
- Re-establish the organisations functions after a disaster, or
- Establish and protect the rights and interests of the organisation and its clients.

Examples of vital records include (but not limited to) bank guarantees, contracts and agreements, insurance policies, legal documents, software programs and licenses, personnel register, and current financial records.

Corporate memory is the information an organisation needs to keep meeting operational, evidential, legal, ethical and historical requirements. It is the active and historical information that an organisation has that is worth sharing, managing and preserving to enable it to function efficiently. This includes all records, document files, videos, photos, plans and data that are captured to meet the operational business needs, accountability requirements and community expectations of the organisation.

1. Correspondence

All outward or internal correspondence (letters, e-mails (including attachments) or memorandums) from officers of the Council that are important to the corporate memory of Council **MUST** be captured in the Electronic Records Management System. It is the responsibility of the originating officer to ensure that the records are correctly stored.

Any physical correspondence received by officers important to the corporate memory of Council which has not been sited by the Records Team, must be sent to the Records Team to capture into the Electronic Records Management System. This will ensure the integrity of the Council's corporate memory and information.

2. Working Documents, Records and Information

Staff are responsible for keeping a record of business transactions conducted as part of the duties at Council. These may be in the format of, Word, Excel, Power Point, Photographs, Videos, Models, Plans etc. These **MUST** be captured in the Electronic Records Management System. It is the responsibility of the originating officer to ensure that the records are correctly stored and usable by those with legitimate need across the Council. Shared network drives are not authorised for the storage and management of records. Records are not to be stored on shared network drives without approval of the General Manager. These drives and locations do not capture sufficient metadata to meet the legal recordkeeping retention and disposal requirements, and do not allow records to be widely searchable or accessible to all who need them and are not secure from alteration or deletion.

6.6. METADATA

For a record in digital format to be meaningful and to serve as admissible evidence of a business transaction, associated metadata needs to be captured or created with the record to provide adequate context and to support its authenticity and management over time. This will help to ensure that Council's business, accountability and archival requirements are met in a systematic and consistent way, and that digital records are described, reliable, meaningful, admissible as evidence, accessible, sharable and re-usable for as long as they need to be retained.

6.7. MONITORING

The Manager Finance and Procurement will monitor and audit compliance with this policy and records management standards to ensure the effectiveness and efficiency of record-keeping systems and processes. Regular planning for the records management program is to be undertaken through specific strategic and operational plans, which will be reviewed on a regular basis.

7. DEFINITION

Accountability: The principle that individuals, organisations and the community are required to account to others for their actions. Organisations and their employees must be able to account to appropriate regulatory authorities, to shareholders or members, and to the public to meet statutory obligations, audit requirements, relevant standards and codes of best practice and community expectations.

Business Activity: Umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees. Records that document business activity are vital for supporting informed decision making, corporate memory and ensuring accountability.

Documents: Document means any record of information, published or unpublished, in hard copy or electronic form, and includes: • anything on which there is writing, or • anything on which there are marks, figures, symbols, or perforations having a meaning for the person qualified to interpret them, or • anything from which sounds, images or writings can be reproduced with or without the aid of anything else, or • a map, plan, drawing or photograph.

Retention and Disposal Authority: Records retention and disposal authorities identify those records created and received by NSW public offices which are required as State archives and provide approval for the destruction of other records after minimum retention periods have been met.

(Evidence Act 1995 (NSW), Part 1 Definitions)


Evidence: Information that tends to prove a fact. Not limited to the legal sense of the term. **Record-keeping:** Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Record: Recorded information, in any form, created or received and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business. (AS ISO 15489.1 2017 Part 1, Clause 3.15)

Records Management: The discipline and organisational function of managing records to meet legal obligations, operational business needs, accountability requirements and community expectations.

Vital Record: Electronic or paper record that is essential for preserving, continuing, or reconstructing the operations of an organisation and protecting the rights of an organisation, its employees, its customers, and its stakeholders.

Title: Records Management Policy		
Department: Corporate Services		
Version	Date	Author
Three (3) Review	July 2025	Deborah Tatton – Manager Finance and Procurement
Two (2) Review	February 2018	
One (1)	January 2017	
Review Date:		
Amendments in the release:		
Amendment History	Date	Detail
Review	2025	Adapted to include digitisation of records management system and framework.
Review	2018	Included Policy Review details
Review	2017	Included Protection or Records and Privacy and Confidentiality clause
Annexure Attached:		
General Manager		

10.11 REVIEW OF DEBT RECOVERY POLICY**File Number:** Policies - P15**Author:** Deborah Tatton, Manager Finance & Procurement**Authoriser:** Bruce Quarmby, Director Corporate Services**Annexures:** 1. Draft Revised Credit Management and Debt Recovery Policy  **PURPOSE**

The purpose of this report is to provide Council with a reviewed Debt Recovery Policy for consideration and adoption.

BACKGROUND

The Debt Recovery Policy provides the necessary guidelines to ensure effective control over debts owed to Council by maximising the collection of outstanding rates and sundry income. The Policy is structured to clearly inform Council, Council officers and customers of Council of the procedures and processes related to the recovery of debts owed to Council.

The updated Credit Management and Debt Recovery Policy, complete with annexures, is attached for Council's consideration.

(a) Relevance to Integrated Planning and Reporting Framework

Goal 15: We actively serve our community to the best of our ability

L1.1 (25) Find opportunities to use our skills, and work with others to build a united, vibrant and service-oriented community

Goal 16: We make and implement informed decisions with trustworthiness, integrity and probity.

L2.3 (27) Proactively communicate decisions, and the processes to reach them, to relevant stakeholders

Goal 17: We adopt processes of ongoing improvement and learning in our endeavours.

L1.1 (25) Find opportunities to use our skills, and work with others to build a united, vibrant and service-oriented community

(b) Financial Considerations

Income from Rates and Annual Charges constitutes, on average, approximately twenty percent (20%) of Council's annual income stream. The Credit Management and Debt Recovery Policy, along with Council's adopted Financial Hardship Policy, provides the necessary guidelines for the collections of these funds, whilst allowing empathy for those in genuine financial hardship.

COMMENTARY

In formulating the updated policy for Council's consideration, Council sort legal advice to identify areas of risk to the Council. Management also assessed the current financial climate of the community and Council as a whole to ensure that the best

outcome could be achieved for all. The following areas were identified as requiring further strengthening and improvement:

- The level of detail in the original policy document has been increased to better inform the wider community of the procedures and processes related to credit risk management and recovery of debts owed to Council. Explanations have been simplified to ensure the Policy can be easily understood by its audience.
- Additional obligations for Council have been included in regard to the Privacy and Personal Information Protection Act 1998 (PPIPA).
- A reduction in the timeframe from 14 days to 7 days for payment (or entering into a suitable payment arrangement) after the reminder notice has been issued.
- Removal of the requirement for Council staff to contact the defaulting customer by phone or email.
- Obligations for customers to notify Council of Change of Address details.
- Increasing the amount from \$500 to \$600 as a minimum outstanding amount before a Statement of Claim is issued.

(a) Governance/Policy Implications

Once adopted by Council, the Credit Management and Debt Recovery Policy will become a policy of Council.

(b) Legal Implications

The revised policy has been designed to ensure legislative compliance with the various Acts and Regulations that govern this function of Council.

This Policy seeks to ensure as far as possible the financial sustainability of the council LGA 223 (1(c)).

(c) Social Implications

The Credit Management and Debt Recovery Policy as tabled, seeks to ensure that the debt recovery processes contained within it ensure that Council's customers, the community, are treated with the necessary respect.

(d) Environmental Implications

There are no environmental implications directly attached to this report.

(e) Economic/Asset Management Implications

If the collection of rates and charges fall behind, it will have an impact on Council's ongoing ability to meet its operational cost and making adequate funding available for necessary asset maintenance and renewal projects. The revised policy seeks to ensure the effective control and collection of debts owed to Council.

(f) Risk Implications

The Credit Management and Debt Recovery Policy as tabled, functions as a risk mitigation tool by seeking to ensure monies owed to Council are collected within agreed terms.

CONCLUSION

Council's Credit Management and Debt Recovery Policy has been reviewed and amended to ensure compliance with both legislative and operational requirements. The amendments to the policy have been designed to address the shortcomings identified by Council staff and legal counsel, whilst taking into consideration current best practice philosophy. The revised policy only includes operational amendments and is not required to go on Public Exhibition.

RECOMMENDATION**That Council:**

- 1. Note the report**
- 2. Adopts the revised Credit Management and Debt Recovery Policy, as attached to this report, noting that the revised Policy is not required to be placed on Public Exhibition.**



CREDIT MANAGEMENT AND DEBT RECOVERY POLICY

1. BACKGROUND

Council has a responsibility to maintain effective controls over debt owed to Council including rates, user charges and other income sources. Council must ensure that monies owed are collected in a timely, efficient and effective manner to finance its operations, ensuring effective cash flow management and reduce the likely occurrence of unrecoverable debts.

Ratepayers' obligations to pay those rates, charges and sundry debts is a statutory obligation created by the Local Government Act 1993 (**the LGA**).

2. PURPOSE

The purpose of this policy is to ensure effective control over debts owed to Council by:

- Assessing risks associated with customers, business segments and transactions to ensure business is conducted with entities that have acceptable financial risk profiles.
- Maximising the collection of outstanding rates and sundry income.
- Fulfilling the statutory requirements of the LGA Regulations 2021 with respect of the recovery of rates, charges and other debts.
- Ensure consistency; fairness; integrity and confidentiality of all proceedings for both Council and the debtor.

3. POLICY OBJECTIVE

In managing Council's most significant cash inflow, it is essential that an equitable Credit Management Policy exists to recover all rates, user charges and sundry income.

This policy outlines the principles and guidelines for managing the recovery of outstanding rates, user charges and sundry income, incorporating the following major elements:

- Assess and mitigate risk of potential losses from default by customers.
- Aim to collect all rates and charges by the end of each rating year.

- Apply a fair and reasonable approach to recovering overdue rates, user charges and sundry income.
- Achieve and maintain outstanding rates, annual charges, interest and extra charges percentage below industry benchmark
- Apply the provisions of the Local Government Act 1993 relating to the sale of land as and when required.

4. LEGISLATION

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- *Local Government Code of Accounting Practice and Financial Reporting*
- *Australian Accounting Standards*
- *Division of Local Government Circulars*
- *Australian Securities and Investment Commissions Act 2001*
- *Australian Competition and Consumer Commission (ACCC) and Australian Securities and Investments Commission (ASIC) Debt Collection Guideline for collectors and creditors*
- *Privacy and Personal Information Protection Act 1998*
- *Office of Local Government Debt Management and Hardship Guidelines 2018*
- *Council's adopted Financial Hardship Policy*

Council employees shall refrain from personal activities that would conflict with proper execution and management of Council's Credit Management and Debt Recovery Policy. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest

5. APPLICATION/SCOPE

Authority for the implementation of the Credit Management and Debt Recovery Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may delegate the Credit Management and Debt Recovery function to an authorised Council officer. Delegated officers are required to acknowledge that they have received and understood a copy of this policy.

The following Council Officers are responsible for the implementation and adherence to this policy:

- General Manager
- Executive Leader Corporate and Sustainability
- Manager Finance and Procurement
- Revenue Officer

Other corporate services staff will assist with the day-to-day administration of the debt recovery process which is in accordance with relevant legislation and guidelines.

6. POLICY

6.1.1 PRIVACY OBLIGATIONS

Personal information means information or opinion, whether it is true or not, about an individual that can reasonably allow the individual to be identified. A debtor's personal information will be treated with respect and the Council will comply with the Privacy and *Personal Information Protection Act* 1998 when collecting and disclosing information throughout the debt recovery process.

6.1.2 Credit Management – Sundry Debt

It is Council's fundamental position that upfront payment for services should be made on each occasion, for all services, unless a specific approval is given for credit or extenuating circumstances exists.

Credit accounts for customers will be established following an assessment of their ability to pay and all customers that seek to transact with Council for the purchase of goods and services will be subject to this assessment.

Commercial credit risk assessment practices shall apply to transactions where the goods and services provided will not be paid for in advance or at the time of service provision. The assessment includes seeking details from the customer of other agencies they transact with and undertaking reference checks to ascertain purchase and payment history.

6.1.3 Credit Application

Prior to credit being granted, a Council credit application form must be completed in advance by the prospective customer and approved for credit by the appropriate Council Officer.

All requests for credit will be required to adhere to the following requirements before approval is granted:

Credit Amount Applied	Risk Assessment Check
Under \$500	Approval from Manager Finance and Procurement or higher delegate
\$500 - \$5,000	Trade Reference Checks
Above \$5,000	Credit assessment report

Customers will be required to reapply for credit if there is a trading gap of 3 years.

6.1.4 Exemptions

In a limited number of cases, it will not be possible to collect money in advance of service provision, and therefore a practical risk management approach must be applied to managing credit. E.g. – emergency works

Other charges may be exempt from time to time by approval of General Manager either on a one-off or permanent basis.

6.1.5 Private Works

Quotes for Private Works must be approved by the appropriate Department Manager or Executive Leader prior to the debtor invoice being raised. Quotes will be in line with the current fees and charges.

Invoices for Private Works must be paid prior to work commencing, including all Plant Hire.

6.2 Debt Recovery

6.2.1 Rates and Annual Charges

Rates and annual charges include all amounts charged by way of a Rates Notice in accordance with Section 546 of the LGA, noting that:

- Rates and charges notices must be issued in accordance with Section 546 of the LGA
- The levy notice must be issued on or before the 1 August. Section 533 of the *local Government act, 1933*.
- Instalment Notices must be issued one (1) month prior to the due date of each instalment (namely 31 August, 30 November, 28 February and 31 May each year) in accordance with Section 562 of the LGA.

Any instalment not paid by the due date falls into arrears and is subject to interest charges.

If any rates and/or charges remain unpaid for seven (7) days after the due date of the quarterly instalment, Council will issue a Reminder Notice for the outstanding amount. The reminder notice will request that within seven (7) days from the posting of the letter the Ratepayer either pays the outstanding amount in full or, alternatively, enters a suitable Payment Arrangement to clear the outstanding amount. Should no satisfactory outcome be achieved within 48 hours, then the amount shall be referred to Council's Debt Recovery Agency.

6.2.2 Water and Sewerage Usage Charges

Water and Sewerage usage charges are issued quarterly and will be due and payable after 30 days from the issued date.

Any usage charge account not paid by the due date falls into arrears and is subject to interest charges.

If any charges remain unpaid for seven (7) days after the due date of the quarterly billing cycle, Council will issue a Reminder Notice for the outstanding amount. The reminder notice will request that within seven (7) days from the posting of the letter the Ratepayer either pays the outstanding amount in full or, alternatively, enters a suitable Payment Arrangement to clear the outstanding amount. Should no satisfactory outcome be achieved within 48 hours, then the amount shall be referred to Council's Debt Recovery Agency.

6.2.3 Sundry Debt

All other user charges and debts will be due and payable after 30 days from the date of invoice unless prior arrangements have been made.

Monthly statements may be issued to the debtor. Amounts outstanding for more than thirty (30) days, without a prior arrangement, will be regarded as overdue.

As part of this monthly process customers with overdue amounts outside the (30) days or individual credit limit will be cut off, until all outstanding debt is collected. Where the customers contact details are known, written confirmation of this action will be provided to the customer.

Customers who fail to make payment, negotiate an arrangement within (60) days, or fail a prior agreed payment arrangement, will result in Council referring the matter to its Debt Recovery Agency.

If a customer is referred to the Debt Recovery agent, all credit will be exhausted for a period of two (2) years. Application for credit may be considered after this period. Customers may use other payment alternatives to continue using the service.

6.2.4 Debt Recovery Action

Council Officers will exhaust the reasonable avenues of recovery discussed earlier in this policy before initiating debt recovery action. Once a debt has been referred by Council, the Debt Recovery Agency will issue a Letter of Demand. This communicate will request payment be made within seven (7) days from the date of the letter, or legal action will commence.

If full payment or a suitable Payment Arrangement for payment has not been entered in to by the due date stated on the Letter of Demand, then Council's Debt Recovery Agent may issue and serve a Statement of Claim, providing the amount outstanding is greater than \$ 600.

If there is no response to the Statement of Claim within 28 days, Council's Debt Recovery Agent may apply for default Judgement which may be recorded against the non-payer's credit file by a credit reporting agency.

Following Judgement, Council's Debt Recovery Agents may employ one or more of the following options in order to recover the outstanding debt:

- Writ against the property
- Examination

- Garnishee of bank accounts
- Garnishee of wages or other income
- Bankruptcy (Individuals)
- Winding up (Company)
- Rent for Rates under s569 of the LGA
- Or any other such action advised to Council.

All debt recovery costs and fees associated with any course of action are to be borne by the owner of the debt and will subsequently remain a charge on the property until paid. Any rate payer or sundry debtor wishing to appeal against the legal costs that have been added to their assessment or account must state their appeal and the reasons for the appeal in writing to Council.

To avoid confusion, double-handling and adverse legal issues, once a matter has been referred to Council's Debt Recovery Agent for collection, all inbound contact from the debtor is to be handled by the said Agent. Council officers must advise such debtors to deal directly with the Debt Recovery Agent and, if necessary, provide appropriate contact details for same.

6.2.5 Sale of Land for Unpaid Rates

As a last resort, where rates and/or charges remain unpaid for greater than five (5) years, or one (1) year in the case of vacant land, Council may begin proceedings to recover the outstanding amounts through a Sale of Land for Unpaid Rates in accordance with Section 713 of the LGA.

Where the Council has incurred any costs and expenses in relation to the sale of land for unpaid rates and charges under Division 5 of Part 2 of Chapter 17 of the LGA and the sale of the land does not proceed because of subsection 715(2) of the LGA, then all such costs and expenses shall be charged to and paid by the owner of that land.

If the sale of land proceeds, then the purchase money will be applied according to s718 of the LGA, namely (a) firstly, the expenses of the council incurred in connection with the sale, (b) secondly, any rate or charge in respect of the land due to the council, or any other rating authority, and any debt in respect of the land (being a debt of which the council has notice) due to the Crown as a consequence of the sale on an equal footing.

If the purchase money is insufficient to satisfy all rates, charges and debts in respect of the land due to the council, or any other rating authority, then the amount available is to be divided between the rates, charges and debts in proportion to the amounts owing on each, and the rates, charges and debts will be taken to have been fully satisfied.

If there is any remaining surplus money after satisfying from the purchase money all rates, charges and debts in respect of the land due to the council, or any other rating authority, such surplus money will be held in trust by the Council subject to s720 of the LGA and the Unclaimed Money Act 1995 (NSW). Persons who have estates or

interests in the land immediately before the sale, and other persons who claim to have such an estate or interest must apply to the Council to receive payment of any surplus money. The claim must be in the form, and accompanied by such supporting evidence, as determined by Council. A claim must be made within 6 years of completion of the sale of land, whereafter Council will pay unclaimed moneys to the Chief Commissioner of NSW State Revenue pursuant to the Unclaimed Money Act 1995 (NSW). Any dispute in relation to a claimant's eligibility will be referred for determination by the Supreme Court of NSW pursuant to the Trustee Act 1925 (NSW), and the expenses of such determination will be paid from any surplus money before they are distributed to the relevant claimant.

6.2.6 Interest on Overdue Rates and Charges

Interest accrues daily, in accordance with Section 566 of the LGA, on rates and charges that remain unpaid after they become due and payable. The rate to be charged is the maximum allowed as announced by the Division of Local Government, as advertised in Council's Operational Plan and/or as determined by resolution of the Council. Accrued interest is, for the purpose of its recovery, taken to be a charge which is due and payable.

6.2.7 Payment Arrangements

In accordance with Council's adopted Financial Hardship Policy and the provisions of Section 564 of the LGA customers who are unable to pay rates, user charges, fees, or any other debts to Council by the due date, either because of reasons beyond their control or because payment would cause hardship, may apply to enter into an Agreement with Council to make periodical payments.

For such an Agreement to be considered, a "Payment Arrangement Form" needs to be completed subject to mutual agreement of payment amounts.

The following guidelines should be used when considering an appropriate arrangement:

- The arrangement should be accepted on the basis that the outstanding amounts be finalised as soon as possible
- Arrangements may take the form of either a short extension on the due date or, alternatively, a payment plan with instalments payable on a weekly, fortnightly or monthly basis.
- Any arrangement made should ideally provide for all amounts being paid in full by the 30th June of that financial year.
- An agreement made for extra-ordinary circumstances should not extend beyond two (2) years.
- Council acknowledges that some ratepayers may be experiencing hardship and as such, extenuating circumstances can be taken into consideration on an individual basis if any of the above four (4) conditions cannot be met. In this instance the ratepayer should be referred to Council's adopted Financial Hardship Policy and encouraged to see financial support.

- Should the customer default on any of the conditions of the arrangement without prior contact with Council which results in an agreed Amended Payment Arrangement, then the Payment Arrangement automatically terminates upon that default and the outstanding amounts will be referred to Council's Debt Recovery Agent for debt recovery action.

7. CHANGE OF ADDRESS

As rates and charges notices are sent to the customer's last known address for service, it is the customer's responsibility to immediately advise the Council in writing of any change of address. That notification of change of address must be signed by the owner of the property and will be accepted by the Council once the Council is satisfied that the signed notification was in fact signed by the owner. For example, the Council may require proof of identification of the owner.

Council will be guided by the Office of Local Government Debt Management and Hardship Guidelines best practice procedures for contacting ratepayers regarding outstanding Rates and Charges. It is the responsibility of ratepayers to ensure Council's contact details including emails, phone numbers and the postal address for service of notices are correct as well as the preferred delivery channel for all communications.

8. Any fees, charges, costs or interest (whether arising under the LGA or through debt recovery action) that arise by reason of the failure by the customer to advise Council of the change of address for service of the rates and charges will be borne by the customer.

9. DEFINITIONS

Term	Definition
LGA	<i>Local Government Act 1993</i>
Claim	A claim made to the Court by a party (whether a claimant, a defendant or other party)
Council	Coonamble Shire Council
Credit	The purchase and provision of goods and services from Council by debtors on the basis of a promise to pay at a future time.
Customer	Ratepayer or Sundry Debtor
Debt	The amount of money owed by the debtor as a result of a transaction with Council
Debtor	The individual, organisation or other parties that transact with

	Council where goods are transferred, services are provided, use of facilities are made available and any other transaction that results in a future payment to Council. A debtor is an asset to Council, which gives rise to an anticipated future benefit. The future benefits are cash inflows, which occur when the accounts are paid.
Default	Failure by the ratepayer or sundry debtor to abide by the terms and conditions agreed under a payment arrangement for the payment of outstanding Rates and Charges or sundry debtor account
Interest	The fee charged by Council, expressed as a percentage, on Rates and Charges that remain unpaid after the due date.
Interest Rate	Made (adopted) in accordance with Section 566 of the <i>Local Government Act 1993</i>
Risk	The possibility of non-payment of the debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.
Statement of Liquidated Claim	Legal document which outlines to the ratepayer the following: <ul style="list-style-type: none"> (a) That a claim has been made to the Court for the recovery of monies; (b) Who has initiated the claim; (c) Who the claim is against; (d) The monetary value of the claim; and (e) Time period available to relinquish the debt.
Judgement and Default Judgement	Includes any order for the payment of money, including any order for payments of costs.
Writ of Execution	A method of judgement enforcement whereby the Sheriff attends the debtor's premises on behalf of the creditor to seize goods of value for sale at public auction (the proceeds of which are given to the creditor up to the amount of the judgement).
Garnishee	A method of judgement enforcement by which monies owing by the debtor can be seized by the creditor. The most common funds seized are monies in bank accounts or wages.
Bankruptcy	A method of judgement enforcement whereby a trustee is appointment to oversee the debtor's financial affairs. Any funds raised are distributed to creditors in accordance with the <i>Bankruptcy Act 1898 (NSW) 1966 (Federal)</i>
Winding Up	Same as bankruptcy but for companies (as opposed to individuals).
Examination	A method of judgement enforcement whereby debtors can be

	examined regarding their financial affairs. If they fail to appear at an examination hearing they can be arrested.
Rent for Rates	Section 569 of the <i>Local Government Act 1993</i> allows Councils to order tenants of properties with overdue rates to pay rent to Councils in lieu of unpaid rates under specific circumstances.
Costs	Amounts incurrent by Council in recovering overdue debts (e.g., Court professional costs) which can be legally recovered from the debtor
Debt Recovery Agency	An organisation engaged by Council to recover a debt owed to Council.
Payment Arrangement	An agreement entered into by Council and a Ratepayer/Sundry Debtor for the payment of outstanding rates, charges and fees under an agreed instalment payment arrangement plan
Write off	A debt declared non recoverable

Title: Credit Management and Debt Recovery Policy		
Department: Corporate and Sustainability		
Version	Date	Author
3	9 July 2025	Deborah Tatton
2	13 July 2022	Deborah Tatton
1	14 April 2021	Bruce Quarmby
Review Date: July 2025		
This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or last amendment). The Executive Leader of Corporate and Sustainability will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.		
Amendments in the release:		
Amendment History	Date	Detail
3	9 July 2025	<ul style="list-style-type: none"> A reduction in the timeframe from 14 days to 7 days for payment (or entering into a suitable payment arrangement) after the reminder notice has been issued. Removal of the requirement for Council staff to contact the defaulting customer by

		<p>phone or email.</p> <ul style="list-style-type: none"> • Obligations for customers to notify Council of Change of Address details. • Increasing the amount from \$500 to \$600 as a minimum outstanding amount before a Statement of Claim is issued.
Annexure Attached:		
Phil Perram Acting General Manager		

10.12 COMMUNITY DEVELOPMENT MONTHLY REPORT**File Number: C8****Author: Azita Sobhani-Community Services Manager
Raquel Pickering-Librarian****Authoriser: Lesley Duncan, Manager Regulatory, Planning & Compliance Services****Annexures: Nil****PURPOSE**

The purpose of this report is to provide information on the activities within Council's Community Development section for the month of June 2025.

BACKGROUND

The Community Development (CD) section focuses on our community and our people and the support that Council offers in the delivery of positive support and outcomes. A short summary of the key areas in the CD section as follows:

- **Youth & Community Services**

Council provides after school activities in Gulargambone and Quambone. Council also delivers school holiday programs in Coonamble and Gulargambone and the Youth Week Program in Coonamble. Council also operates a Youth Forum / Council.

- **Library Services**

Coonamble Shire Council is a member of the Northwestern Library Service (NWLS). The Service covers four local government areas and the libraries within them, i.e. Bogan (Nyngan), Coonamble, Gilgandra and Warren.

The Coonamble Library has two (2) satellite branches located in the villages of Gulargambone and Quambone. The Librarian buys stock that is rotated between all libraries and participates in book exchanges with Gulargambone and Quambone seven times per year. The Gulargambone Library is run under an agreement with the Gulargambone Rural Transaction Centre Committee. The Quambone Library is run by Council staff.

(a) Relevance to Integrated Planning and Reporting Framework

Community Strategic Plan - P1 Community Services and Wellbeing.

CSP1.1 – Initiate and contribute to effective and needs-based community programs which enhance engagement, cohesion, vibrancy and liveability.

(b) Financial Considerations

There are no financial considerations arising from this report.

COMMENTARY

This report presents a summary of community development activities for the previous month.

Coonamble Shire coordinates and delivers the following community services:

- School Holiday Program – Coonamble, Gulargambone & Quambone
- Youth Centre Gulargambone (After School & Holiday Activity)
- After School Care Quambone
- Library Services (Coonamble, Gulargambone, Quambone)
- Creating, coordinating and supporting events e.g. Seniors Week Luncheon
- Funding events e.g. the Interagency Resilience Day, October Wellbeing Day
- Youth Empowerment Program



Community Development

Community Engagement Activities

The Community Development Manager participated in several key meetings aimed at fostering collaboration and planning community initiatives:

- **Interagency Meeting** – Strengthening cross-sector collaboration.
- **Local Aboriginal Land Council** – Planning for upcoming **NAIDOC Week** events.
- **CAHS (Child and Adolescent Health Services)** – Discussing youth health initiatives.
- **REDI.E** – Engaging with local employment and training services.
- **Early Intervention Working Group** – Coordinating early support strategies.
- **MacKillop Family Services** – Exploring family support programs.
- **Early Childhood Outcomes – Department of Education** – Aligning on early learning goals.

Internal Departmental Developments

- **Operations Risk Register** – Currently being formulated to enhance risk management.
- **Human Resource Review** – Assessing staffing needs and finalizing recruitment processes to support departmental functions.

Community Engagement

Throughout the month, the Community Development Manager participated in a range of collaborative meetings aimed at strengthening community partnerships and planning key initiatives:

- **Interagency Meeting** – A cross-sector gathering of service providers in Coonamble shire addressing shared community priorities.
- **Local Aboriginal Land Council** – Engaged in planning discussions for upcoming **NAIDOC Week** celebrations.
- **REDI.E** – Explored opportunities for future operations, partnerships and support.
- **Early Intervention Working Group** – Finalized the survey questionnaire and its distribution to relevant services with a view to analyse gaps in access for families and affected children.
- **Early Childhood Outcomes – Department of Education** – discussions around current resource constraints and policies impacting early childhood education centers with a view to enhancing resources.

Internal Departmental Initiatives

- **Operations Risk Register** – Currently under development to strengthen departmental risk management and operational resilience.
- **Human Resources Review** – A comprehensive assessment of staffing needs is underway, with recruitment processes being finalised to ensure adequate resourcing and support for departmental functions.

July School Holiday Program:

The REDI.E After School Program has for now ceased operations in Coonamble and Gulargambone however the venues can be used by services as required. As a result, the Manager of Community Services is exploring options to continue delivering after school and holiday programs to the Gulargambone community, despite limited staffing resources.

Historically, REDI.E has played a key role in supporting Council's youth initiatives, providing staff to assist with program delivery and ensuring consistent access to activities and the Youth Centre in Gulargambone. However, in a continued show of support for the holiday program, REDI.E has generously offered to provide activities for a limited number of days during the July school holidays, helping to ensure that the Gulargambone community is still able to experience and participate in holiday activities.

The Manager has been actively engaging with external stakeholders, including the Coonamble Local Aboriginal Land Council, Headspace, and Mission Australia, to

coordinate and ensure the delivery of youth activities across Coonamble, Gulargambone, and Quambone during the July school holidays.


CELEBRATE CULTURE GULARGAMBONE JULY HOLIDAY PROGRAM 2025

MONDAY 7 ART WORKSHOP WITH AUNTY DORIS SHILLINGSWORTH 11am - 3pm Youth Centre	TUESDAY 8 REST DAY RECHARGE AND ENJOY A SLEEP IN!!	WEDNESDAY 9 FUN WITH REDIE AT THE YOUTH CENTRE 10am - 3pm Youth Centre
THURSDAY 10 NAIDOC ART AND CRAFT WITH MISSION AUSTRALIA 10.30AM-12.30PM Youth Centre	FRIDAY 11 FUN AT THE COUNCIL YOUTH CENTRE 10am - 1pm Youth Centre	MONDAY 14 TOUCH FOOTBALL DAY AT OVAL WITH REDIE 11am - 3pm Meet at oval
TUESDAY 15 FUN WITH REDIE AT THE YOUTH CENTRE 10am - 3pm Youth Centre	WEDNESDAY 16 FUN WITH REDIE COMMUNITY BBQ 11am - 3pm Meet at Youth Centre	THURSDAY 17 JEWELLERY MAKING WITH HEADSPACE 10.30am-12.30pm Council Youth Centre
FRIDAY 18 SCHOOL NEXT WEEK - REST UP AND ENJOY THE WEEKEND!!		

 CHILDREN UNDER 10 MUST BE ACCOMPANIED BY AN ADULT


CELEBRATE CULTURE COONAMBLE JULY HOLIDAY PROGRAM 2025

MONDAY 7 FLAG RAISING & MORNING TEA 10.30-12noon Coonamble Local Aboriginal Land Council	TUESDAY 8 POTTERY WITH UNCLE SOOTY AND MISSION AUSTRALIA AGES 12+ 10am-1pm Talent Scouts Hall	WEDNESDAY 9 LINGO BINGO WITH COONAMBLE LOCAL ABORIGINAL LAND COUNCIL 10.30am-12.30pm Coonamble Bowling Club call 68 222 100 for info
THURSDAY 10 NAIDOC BALL FOR KIDS 5-12 yrs with CLALC Drinks & Hotdogs Prizes for best dressed 5.30pm - 7.30pm Bowling Club	FRIDAY 11 NAIDOC ACTIVITIES WITH MACKILLOP FAMILY SERVICES 10.30am-12.30pm 23 Namoi Street morning tea provided	MONDAY 14 NAIDOC ARTS & CRAFTS WITH INTERRELATE 10am-12pm Interrelate office
TUESDAY 15 MOVIES AT THE LIBRARY 10.30am - 12.15pm	WEDNESDAY 16 JEWELLERY MAKING WITH HEADSPACE 10.30am - 12.30pm 100 Castlereagh St	THURSDAY 17 MACKILLOP FAMILY SERVICES PLAYGROUP 0-5YRS ACTIVITIES 6-11YRS 10.30am-12.30PM 23 Namoi Street morning tea provided
FRIDAY 18 MOVIES AT THE LIBRARY 10.30am - 12.15pm 2pm - 4pm		


 CHILDREN UNDER 10 MUST BE ACCOMPANIED BY AN ADULT

CELEBRATE CULTURE QUAMBONE JULY HOLIDAY PROGRAM 2025

WEDNESDAY 9 JULY
NAIDOC FUN WITH MISSION AUSTRALIA
10AM - 12NOON
QUAMBONE HALL



FRIDAY 18 JULY
JEWELLERY MAKING WITH HEADSPACE
10.30AM-12.30PM
QUAMBONE HALL



CHILDREN UNDER 10 MUST BE ACCOMPANIED BY AN ADULT

Please note that the flyers above present a preliminary outline of the proposed program, and are for reference purposes only, as we await final approval from all the participating services.

Council acknowledges the continued support and participation of local service providers in community-based initiatives. Following finalisation of the July holiday program, copies will be distributed to all primary schools within Coonamble, Gulargambone, and Quambone. The program will also be published on Council's

official website and shared via its social media platforms to ensure broad community access.

FIRST LIGHT – COONAMBLE YOUTH EMPOWERMENT PROGRAM – June 2025

June has been an exciting month for the Coonamble Youth Empowerment Program as outlined below and brings to a close its current funding arrangement under the Youth Investment program.

Here's a quick look at what we've been up to:

1) Weekly Junior Youth Groups 1 & 2 Sessions:

Weekly sessions are going strong! Each group meets twice a week, adding up to four days of engagement every week. Both groups continue to grow in **confidence, character, and connection**.



Junior Youth Group 2 is currently working through their first text in the 14-part series, which has sparked some deep and meaningful conversations. Recently, the group explored a chapter about a small yellow bird struggling to fly against the wind. Despite the challenge, the bird keeps trying—until eventually, the wind shifts and lifts it higher. This powerful image inspired the Junior Youth to reflect on how **consistent effort, even in the face of hardship, can bring unexpected support and help us grow stronger** as we move toward our goals.

They then translated this insight into action through **artistic expression**, creating handmade coasters that illustrated how the concept of perseverance shows up in their own lives. As always, **sports and recreation** played a key role in the session—helping the group move their bodies, build teamwork, and end the day on a high-energy note.



Junior Youth Group 1 had an exciting month as they began a new service project in partnership with **Koonambil Aged Care**, with the generous support of the **CEO Paul and his wonderful team**. Alongside the Youth Champions, the group visited the senior residents, beginning with friendly introductions. The residents responded by offering stories from their past professions and lives. It was a joyful exchange filled with laughter and connection, and the group is excited to continue the visits regularly.



2) Weekly Youth Champions' Sessions

This amazing group is not only progressing in their own weekly sessions but has also been stepping up to help facilitate Junior Youth activities. Their **commitment and growth as emerging leaders in Coonamble** are shining through.



This month, the **Youth Champions** took part in a special session with a **professional photographer**, who shared real stories from his journey and offered insights into what the work involves, the skills needed to enter the field, and how to stay relevant in a constantly evolving industry. The session sparked thoughtful questions

and opened new possibilities. While not all aim to become photographers, but the session helped them see how qualities like **persistence, curiosity, and growth** can be applied to **any dream or goal** the youth choose to pursue.

**Presentation to Her Excellency the Honourable Margaret Beazley AC KC,
Governor of New South Wales – *Sharing the Impact of the Coonamble Youth
Empowerment Program***

The Coonamble Youth Empowerment Program had the immense honour of presenting to Her Excellency the Honourable Margaret Beazley AC KC, Governor of New South Wales, and Mr. Dennis Wilson, during a special event hosted by the Coonamble Shire Council.

Members from the Youth Champions and Junior Youth Group 1 spoke with sincerity and confidence, sharing their lived experiences in the program. They described the structure of the sessions, the kinds of activities they participate in, and—most importantly—how the program has shaped their personal growth, strengthened their sense of purpose, and helped them feel a deep sense of belonging.



In the lead-up to the visit, **Junior Youth and the Youth Champions** held several thoughtful sessions to prepare. They reflected deeply and wrote from the heart what they wanted to share with Her Excellency. Through **consultation, refining, and practice**, they built the confidence to speak with clarity and sincerity—ensuring they felt ready and prepared for this meaningful moment.



After the presentation, we had the opportunity to take a group photo with **Her Excellency the Honourable Margaret Beazley AC KC**. Following this, she shared a **warm and thoughtful conversation** with the **Youth Champions**, members of the **Junior Youth cohort**, and the **First Light team**—a meaningful exchange that left a lasting impression on everyone present.



LIBRARY SERVICES

Literacy for Life

Literacy for Life came to the library for an excursion during June. Gail Turnbull and Sonia Sands attended with their students. The Librarian gave them a tour of the library, pointing out programmes and collections that were of interest to them. Students were interested in the local, aboriginal and children's sections in particular. With a request to come back and join, we hope to see many of the students' become members of our library.



Photo: Members of Literacy for Life visit the library.

Collection Rotation

A Collection Rotation is held three to four times during the year. All items - bar nonfiction - are on a 180-day rotation. This means that when an item is returned, the library management system looks to see if it has been at our branch for longer than 180 days. If it has, the system alerts us to send it along to the next branch (Bogan) and if it has not, there are no alerts, and we shelve as per usual. This ensures that items purchased by Northwestern Library funds – funds that are provided through the Northwestern Agreement by the four member councils – are equally distributed amongst the four libraries.

The Collection Rotation involves all items of a collection being returned through our library management system so that any forwarding alerts go off and we send on to the next branch without having to wait for someone borrowing them to trigger the alert. It ensures that new material is moved around. This June Picture Books and Talking Books were selected. Four cartons of picture books and two large cartons of talking books were forwarded onto Bogan and we will receive similar numbers of cartons from Gilgandra.

Librarians Meeting

The librarian attended the quarterly Librarians Meeting in Warren at the end of June. With the end of financial year approaching, State Library Statistics are due. Each library furnishes the Northwestern Manager with their yearly statistics and they then collate and forward on to the State Library. The statistics are the same as those provided monthly by the librarian in the Council report.

LIBRARY STATISTICS (30 May 2025 – 26 June 2025)

Service	Loans	New M/ships	Wi-Fi (ppl)	Internet (people)	Internet (hours)	Kids Comp (children)	Junior Visits	Adult Visits
Coonamble	408	12	35	93	79	94	222	594
Gular	38	2						

• **Manual Statistics** - Coonamble (numbers refer to people attending)

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
816	13	43	7	4

• **Activity Statistics** - Coonamble (numbers refer to people attending)

Senior Craft	Pre-School Visits	Seniors Tech	Seniors Cinema	Other
16	43	2	12	94

(a) Governance/Policy Implications

The delivery of community development and integrated planning functions and activities are carried out in accordance with Council's Operational Plan and Integrated Planning and Reporting Framework.

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

Council's community development section delivers a broad range of support services, activities, and opportunities to all age groups. These services assist in building social cohesion within the Shire.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

The economic implications of community services are positive, in that these services provide employment opportunities, delivering a service to the community and support the local business sector.

(f) Risk Implications

There are no risk implications arising from this report.

CONCLUSION

The updates in this report provide information to Council on the key activities recently undertaken in Council's Community Development section.

RECOMMENDATION



That Council receives and notes the information in the June 2025 Community Development report.

10.13 ECONOMIC DEVELOPMENT & GROWTH

File Number: 75210

Author: David Levick-Manager Economic Development and Growth

Authoriser: Lesley Duncan, Manager Regulatory, Planning & Compliance Services

Annexures: 1. Key data on current grants  

PURPOSE

The purpose of this report is to provide Council with an update on recent activities in the economic development and growth section.

BACKGROUND

The economic development and growth function is about facilitating the achievement of a more diversified economic base for the Local Government Area (LGA), enhancing business prospects, growth, productivity, incomes, employment and economic development.

The function facilitates the development of programs and activities that will stimulate economic development by assisting growth and retention of businesses, as well as aiming to reduce investment barriers, attract diverse, sustainable, and responsible new industry development and improve the profile of the Coonamble LGA.

(a) Relevance to Integrated Planning and Reporting Framework

- ED1.2Develop our economy, including the visitor economy.
- I1.5Adopt successful strategies which maximise our community’s access to quality infrastructure and assets.

(b) Financial Considerations

Activities undertaken as described in this report are within approved operational budget allocations for tourism and economic development activities and capital projects or are funded through grant monies.

COMMENTARY

Economic Development and Growth

The following summarises progress on key initiatives.

Coonamble Main Street Enhancement

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- Weight/load capacity for awnings in Coonamble’s main street determined ☒
- Integrity of awnings in Coonamble’s main street determined ☒
- Building owners advised of outcomes of inspections ☒
- Immediate remedial actions taken ☒
- Paint scheme colour palette received for awning painting project ☒
- Lighting determined to highlight Art Deco streetscape ☐

- CBD Precinct Masterplan developed ☐

Industrial Land Provision

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- Rezoning determined for more industrial land and for improved alignment of zoning to current usage across Coonamble township ☒
- Planning Report drafted for rezoning of the old sheepyards site ☒
- Planning Report drafted for rezoning of the Artesian bore bath project site ☒
- Planning Report drafted for house-keeping rezoning for such areas as the Coonamble Showground ☒
- Some Planning Reports ratified by Council ☒
- Council-ratified Planning Report submitted to the Department of Planning ☒
- Public Exhibition ☐
- Rezoning approval ☐

Commentary: The Department of Planning has approved the move to the next step in the approval process, being a gateway determination, requiring additional information before public exhibition (further details in the Planning, Regulatory and Compliance Progress Report).

Youth Accommodation – Coonamble and Gulargambone

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- Advertise RFT for design-and-construction of the youth accommodation units at Coonamble and Gulargambone ☒
- Assess tenders for Youth Accommodation ☒
- Seek further quotations and consider scope adjustments to match budget ☒
- Award contract ☒
- Construction start ☐
- Operations Plan finalised ☐
- Build Youth Accommodation in Coonamble and Gulargambone ☐

Commentary: Approval to extend the project completion date to 30 September 2025 and approve the change of scope was successful. A Development Application for the Gulargambone unit has been approved. A Development Application for the Coonamble units is currently under consideration.

Real Country Regional Tourism Collaboration

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- Real Country Destination Strategic Plan adopted ☒
- Real Country project, Warrena Creek Reserve development business case adopted in principle ☒
- Real Country infrastructure works incorporated into the Warrena Creek Reserve Plan of Management ☐

- Community consulted on the draft Plan of Management for Warrena Creek Reserve, incorporating proposed Real Country developments ☐

Commentary: A three-year *Real Country* Calendar of Events across the three Shires is being finalised to ensure complementarity of event timing in each area.

Coonamble Region Art Trail

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- Artist brief and project brief developed ☒
- Artist liaison confirmed ☒
- Public Art Advisory Panel appointed ☐
- Detailed submissions invited ☐
- Artworks produced and installed ☐

Commentary: Council has called for expressions of interest from further suitably qualified individuals to be considered for the membership of the Public Arts Advisory Panel.

Grants

Grants completed & awaiting acquittal	Comment
Seniors Week 2025	Completion report - submitted
Coonamble Sports Ground Women's Change Rooms	Completion report - commenced

Further details on the above grants, their dollar value, due dates, and milestones are attached at the end of this report.

Pending grant submissions:

Submission	Amount sought	Announcement date
Coonamble Heritage Reflections	\$25,000	May 2025
Quambone Racecourse Upgrades	\$315,510	April 2025
Open Streets Program (Vision Splendid)	\$350,000	May 2025
Coonamble Waste Management Facilities Upgrade (Landfill Consolidation program)	\$249,840	June 2025
Quambone Landfill Closure and establishment of a Waste Transfer Station (Landfill Consolidation program)	\$244,340	June 2025
Advisory Services and Training (Landfill Consolidation program)	\$17,770	June 2025

☐ Pending ☒ Successful ☐ Reserve listed ☐ Not Successful

Grant updates:

Coonamble Shire Council is a partner with Warren Shire and Bogan Shire Councils in a grant-funded Regional Drought Resilience Program tourism project – Country Heartline.

Warren Shire has taken the lead with the submission of this grant application and its administration.

Warren Shire Council has recently advised Coonamble Shire Council that it is requesting a variation to extend the end date of the project, as the notification of funding approval was received six months later than scheduled. Warren Shire Council will advise when a response is received.

Warren Shire Council has also clarified membership of the Project Steering Committee, that includes Coonamble's Interim General Manager (or delegate) and Councillor Marg Garnsey (as per Coonamble Shire Council's resolution 2025/69), with Economic Development and Growth staff as members of the Project Team.

Communications

Council continues to maintain its communication with the community through:

- 1 x weekly half-page advertisement, *Weekly Connect* in *The Coonamble Times* – advertising Requests for Quotations, Tenders and Expressions of Interest, policies and other reports currently on public exhibition and upcoming events for the community.
- Paid classified advertising for current tenders, requests for quotations, expressions of interest and positions vacant.
- Posts in the News column on the homepage of Council's website, on various topics as required.
- Posts in the Events Calendar hosted on Council's website.
- Posts on Council's Facebook page, on various topics including all media releases.
- Council's website – sharing all policies, plans and procedures, fees and charges, and documents for public exhibition, in the spirit of open and transparent governance.
- Media releases as required – on road conditions, project milestones, water supply interruptions, etc – distributed to print, radio and TV media across the Central West.

Facebook: During June, Council gained no new followers on its Facebook page, bringing the total number of followers to 3363, with 68% of followers being women and 32% men. During June, there were 23 posts to Facebook to communicate news and updates on various operational matters.

During June, two media releases were distributed:

- Council accepts General Manager's decision to retire (3 June)
- Coonamble Shire trials electric vehicles (17 June).

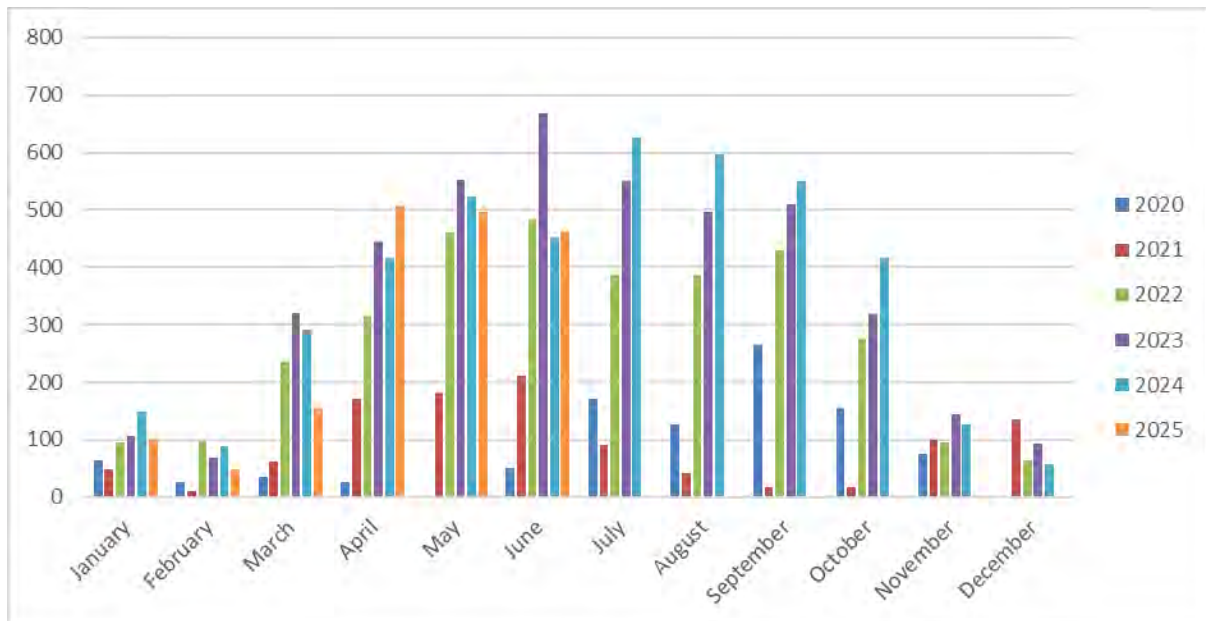
Tourism and visitation

Coonamble Information and Exhibition Centre

From 29 May to 26 June, the Coonamble Information and Exhibition Centre welcomed 464 visitors. This reflects a steady increase in visitor numbers, contributing to a year-to-date total of 1,773 visitors. The ongoing, steady growth highlights the Centre's growing value as a key opportunity to engage with visitors to the Coonamble Shire.

In June, the Coonamble Information and Exhibition Centre welcomed two tour buses. The first group, consisted of 24 seniors from Hornsby, visiting as part of a 10-day trip. The second group included 19 seniors from West Wyalong, Dubbo, and Gilgandra, who were on a six-day tour to St George in Queensland.

Both groups were thoroughly impressed with the Centre and particularly admired Brian Campbell's "School Bus" sculpture, noting that it evoked fond memories.



Automatic door installation

A new automatic door has been installed at the Coonamble Information and Exhibition Centre. This upgrade greatly enhances accessibility for all visitors, particularly those using wheelchairs or pushing prams with young children. The new door ensures a more welcoming and inclusive environment for everyone.

Literacy for Life

On 11 June, participants in the Coonamble Literacy for Life Program visited the Information and Exhibition Centre in Coonamble. The visit allowed them to gain a deeper understanding of the Centre's role and its historical displays.

The Coonamble Shire Visitor Information Officer delivered a presentation on local history, including a summary of the documented history of Tin Town. This created a relaxed environment, encouraging participants to share their own knowledge and



insights.

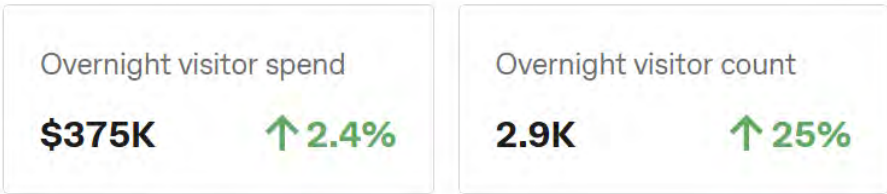
Staff were also invited to attend the official graduation presentation for the program’s participants, held at Tin Town on 26 June. This event provided a valuable opportunity to learn more about Tin Town, hear personal stories, and understand the community’s vision for the future.

This experience is particularly valuable for staff who regularly assist with local and family history enquiries, as it helps them develop a more rounded understanding of the area’s history.

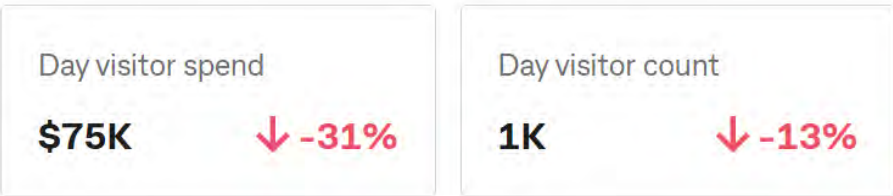
The generosity of the Literacy for Life Program, its participants and community is greatly appreciated.

Visitor spending

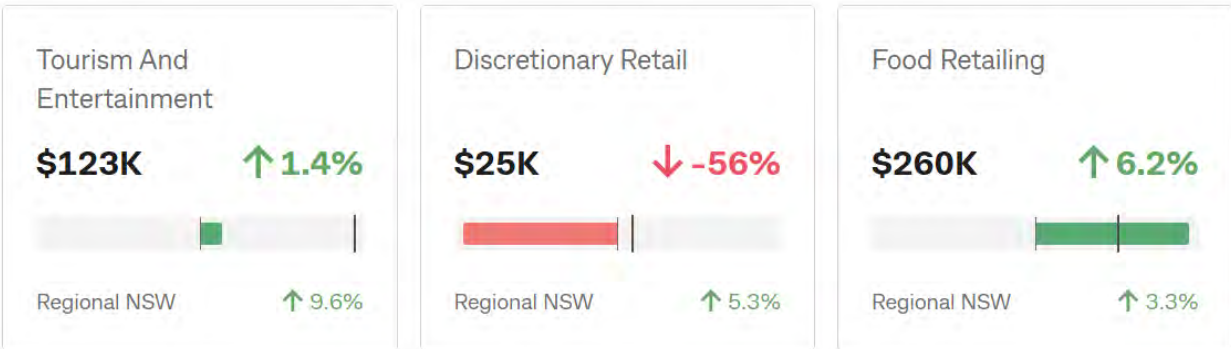
During May 2025, overnight visitor numbers rose by 25% compared to May 2024, with spending showing a continued slight increase of 2.4%. Overnight visitors are those travelling over 40km and staying consecutive days in the region.



Day visitors, travelling over 25km and staying at least 4 hours in a single day, have decreased by 13%, which has also impacted spending, decreasing by 31%.



Across popular categories of spending, the Coonamble Shire has increased its spending attraction with visitors in the categories of Tourism and Entertainment and food Retailing. However, Discretionary Retail has decreased significantly, by 56% in May 2025 compared with the same month last year. This trend is contrary to the Regional NSW average which has modestly increased by 5.3% and is possibly due to the recent closure of several boutique businesses.



Events

Completed events:

- On 3 June, Destination NSW delivered a workshop at Coonamble Bowling Club as part of their NSW First Program. This workshop was programmed independently of our local tourism network, Destination Country and Outback and Council. It was tailored for visitor economy businesses, such as accommodation providers, tour operators, attractions and farm stays, with the goal of supporting operators to develop and refine new and current visitor experiences. The workshop was well attended by businesses and organisation representatives from the Coonamble Shire and across the region, including Gilgandra, Tooraweenah, Coonabarabran, Walgett and Warren. Destination Country and Outback also took the opportunity to engage with tourism operators.
- Coonamble Rodeo and Campdraft
The 2025 Coonamble Rodeo and Campdraft was a resounding success, drawing record-breaking crowds. Council staff supported the event by assisting local accommodation providers to expand their capacity, supporting risk management planning and producing event programs. They also compiled and distributed a flyer detailing business opening hours across the Shire, alongside a special "What's On" page highlighting events over the long weekend and available transport options to promote safety.
To accommodate the influx of visitors, the Coonamble Information and Exhibition Centre extended its hours, opening on both Saturday and Sunday.



Upcoming events:

- 5-6 July, Coonamble Team Penning
- 5-6 July, Quambone Polocrosse Carnivale
- 12 July, Qube Agri Coonamble Rams Ladies Day
- 6-13 July, NAIDOC Week
- 6-13 July, NAIDOC Week Film Festival at Outback Arts

More information about events can be found on Council's website by selecting the 'Events' page. Local organisers are highly encouraged to also submit their events via the 'add my event' submission form.

More information about events can be found on Council's website by selecting the 'Events' page. Local organisers are highly encouraged to also submit their events via the 'add my event' submission form.

(a) Governance/Policy Implications

Policies relevant to activities reported here include the Community Consultation Policy.

(b) Legal Implications

There are no legal implications directly associated to this report.

(c) Social Implications

Projects and initiatives described in this report are undertaken with the objective of delivering social benefits to the Coonamble LGA.

(d) Environmental Implications

There are no environmental implications directly associated with this report.

(e) Economic/Asset Management Implications

Development of the projects proposed for funding through available grants and sponsorship are initiatives to meet objectives of the Community Strategic Plan 2022-32, Delivery Program 2022-2026, Coonamble Shire Masterplan 2020, the Economic Development Strategy 2021, and the Coonamble Destination Management Plan 2020.

(f) Risk Implications

Regular reporting to Council provides an opportunity to communicate and manage any ongoing or unexpected related risks that may emerge.

CONCLUSION

Economic Development and Growth activities and projects continue to progress according to the Economic Development Strategy 2021 and work towards achieving the goals of the Coonamble Destination Management Plan 2020.

RECOMMENDATIONS

That Council receives and notes the Economic Development and Growth report.



Key Data on Community, Planning, Development and Environment Grant-Funded Projects in Progress
(at 1 July 2025)

Identifier		Value (ex GST)			Milestone Dates			
Name	Code	Grant	Co-contribution	Total	Due Date	M1	M2	M3
Youth Empowerment Program	RYIP-0270	\$989,680	-	\$989,680	30-Sep-25	24-Jan-24	31-Jul-24	24-Jan-25
Youth Accommodation (2 x 2BR and 1 x 3BR units)	RYIP-0270	\$1,584,000	-	\$1,584,000	30-Sep-25	24-Jan-24	31-Jul-24	24-Jan-25
Illegal Dumping Prevention (Baseline Data)	R16Stream1	\$19,080	-	\$19,080	15-Jul-25			
Elsa Dixon Aboriginal Employment Grant	EDAEG55	\$30,000	-	\$30,000	15-Mar-26	15-Jun-25	15-Sep-25	
Elsa Dixon Aboriginal Employment Grant	EDAEG61	\$30,000	-	\$30,000	15-Mar-26	15-Jun-25	15-Sep-25	
Coonamble Region Art Trail	SCCF5-0092	\$235,035	-	\$234,035	28-Feb-26			
Coonamble Artesian & Cultural Experience	RTAF-0068	\$5,500,000	\$1,250,000	\$6,750,000	31-Dec-26	21-Mar-24	20-Sep-24	27-Jun-25
Regional Housing Strategic Planning Fund	RHSPF-065	\$69,906	-	\$69,916			10-Jul-25	27-Jul-25
2025-27 Local Government Heritage Program	25-27LG073	\$25,000	-	\$25,000				
Landfill Consolidation & Environmental Improvement	LCEI0017R5-S3	\$17,770	\$17,779	\$35,549	30-Apr-26	30-Jun-25	15-Aug-25	

10.14 PLANNING, REGULATORY & COMPLIANCE PROGRESS REPORT**File Number: E5****Author: Louise Abrahall, Compliance and Support Officer****Authoriser: Lesley Duncan, Manager Regulatory, Planning & Compliance Services****Annexures: Nil****PURPOSE**

To provide information on the activities within Council's Planning, Regulatory and Compliance Services section for the past month. This progress report considers town planning and strategic land use planning, compliance and regulation, environmental management and public health.

BACKGROUND

The Planning, Regulatory and Compliance Services section focuses on all town planning and environmental planning matters including regulation and compliance, public health requirements, waste management, and environmental management considerations.

Strategic Land Use Planning refers to updates to Council's planning instruments and is also included.

The following topics will be included in the Council Report where there is relevant information to report on:

- Compliance and Regulation

The *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979* ('EP&A Act') and *Protection of the Environment Operations Act 1997* are the main legislation providing provisions around environmental management. Compliance and regulation enforce individuals, organisations and businesses to comply with the relevant act or regulation. Environmental management can include the atmosphere, built environment, heritage, land, and water.

- Development Application Information

This information refers to development applications lodged in the Coonamble local government area. However, the consent authority is another authority and not Council or its delegated staff / contractors. This can include:

- The Independent Planning Commission for state significant development,
- The Regional planning panel for regionally significant development, or
- A Public authority (other than council) depending on the type of development declared with an environmental planning instrument.

These types of development applications are rare.

- Strategic Land Use Planning

This relates to any potential amendments to Council's planning instruments such as the Coonamble Local Environmental Plan or Council's Development Control Plans. Council staff also attend forums, committees and workshops around strategic land use planning, and this information will be provided to Council for information.

- Environmental Management

Opportunities exist for Council to promote ecologically and environmentally sustainable land use and development, initiatives, and programs. Information under this topic will be reported when opportunities present themselves and can come from government agencies, community groups and environmental advocates.

- Ranger's Monthly Report

This report provides a summary of companion animals (cats and dogs) impounded and other animals. This includes information on how many animals were rehomed and euthanised. Information on dog attacks is also provided.

(a) Relevance to Integrated Planning and Reporting Framework

P3.1.2. Inspection of Food Premises.

I3.3.1. Implementation Waste Management recommendations.

EN1.1.1. Enforcement of environmental regulations.

EN.1.1.2. Continue to review Local Environmental Plan.

EN.1.1.3. Ensure compliance with NSW Building Certification.

EN.1.1.4 Provide quality over the counter, telephone, and email advice to customers.

EN.1.1.5 Approvals completed within timeframe required.

P2.2.4 Controlling straying animals.

(b) Financial Considerations

There are no direct financial considerations with this report.

COMMENTARY

Development Applications Issued Under Delegated Authority

Information provided within this section of the report provides Council with information on what has been decided for the month under delegated authority and not subject to Council's endorsement or approval.

Individual development applications that require the elected Council's approval will be under its own separate Council business paper report with a recommendation to decide on the application.

Under the *Government Information (Public Access) Act 2009* (GIPA Act), information in the form of Development Applications and its associated information is prescribed as 'open access information' by Clause 3 of Schedule 1 of the GIPA Act. This also

includes staff's development assessment report that is written prior to an application's determination. This provides a high level of transparency.

The following is a summary of applications determined under delegated authority.

June 2025			
Application Number	Description of Works	Address of Proposed Works	Approved Date
Development Applications			
DA011/2025	New Dwelling – Youth Accommodation	31-33 Kirban Street Gulargambone	28/05/2025
DA004/2025	Subdivision	70 Yarran Street Coonamble	18/06/2025
Construction Certificates			
CC005/2025	Construction Certificate – Residential Shed	7 Floyd Street Coonamble	17/06/2025
Subdivision Certificates			
SC001/2025	Subdivision Certificate	Trewilga Station 6303 Carinda Road Gungahlin	26/06/2025
Complying Development Certificates			
CDC004/2025	New Dwelling	75 Kirban Street Gulargambone	19/06/2025
CDC005/2025	New Dwelling	99 Aberford Street Coonamble	20/06/2025
CDC003/2025	New Dwelling	72 Mendooran Street Gulargambone	23/06/2025

Re-zoning of the old sheepyard site

Following Council's endorsement to proceed with the rezoning, the Planning Proposal has received the Gateway Determination from the NSW Department of Planning, Housing and Infrastructure, with the amendment to the Coonamble Local Environmental Plan 2011 to be finalised on or before 26 March 2026.

Prior to public exhibition Council is to:

- Remove references to outdated mapping from planning proposal and include updated mapping.
- Add reference to the site's terrestrial biodiversity in Direction 3.1 Conservation Zones
- Update project timeline.

In accordance with Gateway requirements, consultation regarding terrestrial biodiversity will be undertaken with the NSW Department of Climate Change, Energy, the Environment and Water, with a minimum of 30 working days provided for agency

comment. The proposal will also be publicly exhibited for a minimum of 20 working days.

Reclassification of Land

Council has received the Gateway Determination for the reclassification of land at 40 Calga Street and 34-46 Hickey Street, Coonamble from Community to Operational, on 15 May 2025. No further consultation is required with public authorities or government agencies. The planning proposal is currently on public exhibition.

A public hearing will be required to be held prior to the finalisation of this proposal.

The NSW Department of Planning, Housing and Infrastructure has advised that the Local Environmental Plan amendment is to be finalised on or before 4 November 2025.

Saleyards

Coonamble Regional Livestock Market held a Fat Cattle Sale on 18 June 2025 with the number of cattle sold not available at the time of preparing this report. One animal was injured and removed to the Coonamble Waste Facility. Scheduled maintenance continued with the following repairs completed prior to the June sale:

- Chain latch pens 28, 29
- Gate yard 143
- Centre drain cleaned
- Drainage grates fixed
- Pin latches
- W1, W8 yard gate
- Ramp 5
- W1, W3 centre yard fixed
- Posts in laneway
- Office cleaned
- Round yard gates fixed

Saleyards

	June	Year to Date
Income	(8,921)	(120,679.64)
Expenditure	322	114,682.87
	(8,599)	(5,996.77) Surplus

Truck Wash

Water usage was received for May 2025 with the income for June 2025 shown in the financial report below:

Truck Wash

	June	Year to Date
Income	(9,703)	(66,014.99)
Expenditure	1,043	55,846.12
	(8,660)	(10,168.87) Surplus

Companion Animals

The Regulatory Officer's report is provided for June. The following is a summary of companion animal statistics.

CORRESPONDENCE	June 2025	YTD 2025
Infringements (Animals)	0	0
Infringements (Other)	0	0
Change of Details	0	10
Microchipped dogs	0	7
Registrations	3	7

Companion Animal Seizure and Impounding Activities – June

Seizure Activities:	Dogs	Cats
Seized	0	0
Returned to Owner	0	0

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	5	0
Incoming Animals	Dogs	Cats
Transferred from seizure activities	2	0
Abandoned or Stray	5	0
Surrendered	3	0
Total Animals in Pound	10	0

Outgoing Animals	Dogs	Cats
Released to Owner	0	0
Euthanised	5	0
Released to Rehoming Organisation	1	0
Sold	0	0
Died at Pound	0	0
Stolen from Pound	0	0
Escaped from Pound	0	0

Total Animals Leaving Pound	6	0
Animals in Pound at end of Month.	4	0

Dog Attacks

There were four (4) dog attacks reported during June 2025 that are currently under investigation, with penalty infringement notices and dog orders to be issued.

(a) Governance/Policy Implications

The report provides Council with opportunities to understand governance and policy implications in the environment and strategic land use planning area. There may be risk implications depending on the nature of the enquiry.

(b) Legal Implications

There are no current legal implications arising from this report.

(c) Social Implications

Providing information that is open and transparent to the community will provide positive social implications for the community to understand the work that Council does.

(d) Environmental Implications

The progress report allows for environmental management to be an area of focus for Council and subsequently providing positive environmental benefits. This specifically relates to the area of public health, environmental sustainability, and waste management.

(e) Economic/Asset Management Implications

There may be risk implications depending on the nature of the issue.

(f) Risk Implications

There may be risk implications depending on the nature of the issue.

CONCLUSION

The Planning, Regulatory and Compliance Progress Report has considered town planning and strategic land use planning, compliance and regulation, and environmental management and health since the last meeting.

RECOMMENDATION

That the Planning, Regulatory and Compliance Progress Report for June be received and noted.

10.15 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE**File Number:** R-8-32-1**Author:** Kerrie Murphy-Director Infrastructure Services**Authoriser:** Phillip Perram, General Manager**Annexures:** Nil**PURPOSE**

The purpose of this report is to provide Councillors with a status update on the Tooraweenah Road Upgrade Project.

EXECUTIVE SUMMARY

Work is continuing to get the project to a point where construction can commence with side tracks and vegetation clearing. Council will be undertaking the construction of any dry weather side tracks.

BACKGROUND

Tooraweenah Road is the most direct route from the town of Coonamble to the Warrumbungle National Park.

The section of road to be upgraded commences from the end of the sealed section at Coonamble and continues to the boundary with Gilgandra Shire Council.

The 56.8 km road currently consists of 30.1 km sealed pavement of varying width, followed by 26.7 km of unsealed road with an average width of 7m. The unsealed section includes two short-sealed sections that total 1.3km.

The project originally aimed to provide 56.8 km of sealed road with a 9.9m wide pavement and 7.5m wide seal with guideposts, centreline, and edge marking. The focus is now on the unsealed section, which is approximately 27km long.

(a) Relevance to Integrated Planning and Reporting Framework

11.1.5 Complete the Tooraweenah Road upgrade project, on time and on budget.

(b) Financial Considerations

The capital cost of the project is funded by the Federal Government's Roads of Strategic Importance Program (ROSI). The funded budget is \$41.2 million.

COMMENTARY**Work completed to date***Identification of additional vegetation removal*

The contractor that undertook the original Review of Environmental Factors (REF) is currently reviewing this document to ensure it aligns with changes to environmental legislation as it is five (5) years old now.

The environmental contractors were onsite in mid-April to identify/assess the additional vegetation required to be removed. From this inspection, several issues

have been identified that require addressing in an effort to manage/minimise the impact on the environment in the road corridor that corresponds to the project footprint. These include conflicts with Threatened Ecological Communities (Weeping Myall Woodlands), hollow bearing trees, blaze trees (often large and old trees that have historical significance) and scarred trees.

On-site identification of impacted tree groups has been undertaken which will facilitate the finalisation of the REF.

Procurement of on-site lab for materials and compaction testing

The original Tender for the construction of the culverts included the procurement of an on-site lab for materials and compaction testing. In order to ensure quality products, and workmanship, it has been determined that this should be managed by Council.

There needs to be transparency with the testing of the materials and compaction, and it will give Council greater confidence of this if the testing is carried out independently to the Contractor. Discussions are being had with relevant parties on arrangements required to make this happen and further information will be provided to Council once this has been finalised.

Funding sign designs and approvals being sought

Signs have been received and installed.

Identification of staging for road closures and side track proposals

Potential detour routes have been identified, with a view to minimising impact to local traffic movements and the environment.

This means that the number of side tracks will be minimised, as a number of culvert locations require full road closures to enable construction, and part road closures for others. Once these have been finalised, there will be stakeholder engagement with the residents affected by these.

Community Consultation

The project team are working on updates for Council's website, which include FAQs and a project specific email for the community to get in touch with regards to the project.

The team also met with Tooraweenah Road residents on 12 June 2025, to touch base provide information around where the project is currently up and the next steps.

Tender documentation

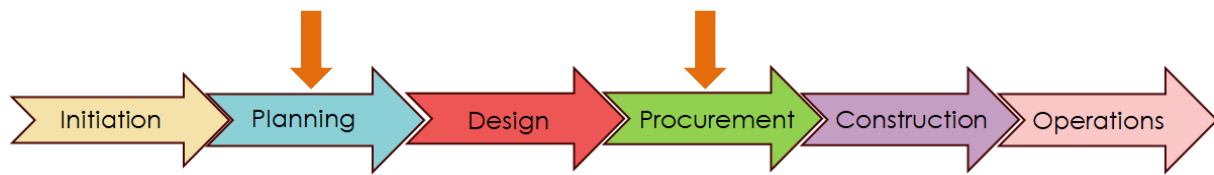
Tender documentation is currently being finalised. Once the reviewed REF has been received, it will form a part of this documentation.

The proposed detour routes and road closures will also form a component of the tender so that the prospective contractor is aware of how the project is to proceed.

Once Council has finalised the engagement of the Probity Officer, the Tender document will be reviewed by them and finalised in preparation for release to the public.

Future project development

We are currently in the following stages of project development:



Planning

While the REF was originally commissioned around 2020, there is a requirement for it to be re-addressed as it is past its expiry date. The review of the REF is taking into consideration updates to relevant legislation to ensure Council is undertaking its due diligence with regard to vegetation assessment for removal.

When the REF is finalised, there will be a clearer picture of how the construction can take place. This is necessary to have finalised prior to going to tender for the culvert construction.

Design

The design, for the most part, has been finalised. Consideration must be given to feedback received on the raising of the height of the road, and once finalised, the design process can then closed out.

Procurement

A combination of existing tenders and requests for quotation (RFQ) are being used to facilitate the purchasing of what is required to progress the project at this stage. A Procurement Plan is currently being drafted also, which will further assist this.

The tender for the culvert construction is being finalised, with a view to being advertised in July. Council will be engaging a probity advisor to assist with the risk management of the process and to ensure there is transparency for Council in the process. This will be a single tender with one contractor looking to be engaged. Notwithstanding this, the successful contractor will have the ability to nominate sub-contractors in their tender.

The tender will be for the construction of culverts and adjacent sections of road. The culverts have been clustered so that the culverts in these sections are constructed as well as the road sections in between. It is the intent that Council (or Council contractors) will be undertaking the road construction in between these clusters of contractor work. This will equate roughly to contractors undertaking 12.5km of work (including culvert construction and road construction) and Council undertaking the remaining 14.5km (road construction only).

There will be no requirement for prospective tenderers to have formal R1 or F5 prequalification certification, however, they must still, informally, meet the requirements of these schemes. This is necessary to manage the risk to Council for this project.

For the purpose of the tender, the construction specifications are also currently being amended to reflect the changes that have occurred since the original tender went out last year. This will include the components that were originally in the tender being removed for example: fisheries permit, service location, site office, etc.

Construction

The project team are currently identifying work zones that need to be restricted at particular times eg: harvest.

The following operational components are provided for Council's information.

Once the REF has been finalised, the areas of vegetation concern can be sectioned off and the additional clearing and grubbing can commence. Then, when the clearing and grubbing has been finished, any side tracks in Council's sections of works can then be constructed.

The site compound hardstand area has been extended with the delivery of the additional culvert units commenced. Further crown units will be delivered over the next few weeks.

The submissions regarding the raising the height of the Tooraweenah Road for the project closed 5.00pm on 7 May 2025. There was one (1) submission received and the project team are currently working through it. After the workshop on 11 June 2025, a meeting was held with the resident who had made the submission to ensure that the concerns raised in the submission were understood which will enable an accurate assessment to be undertaken.

CONCLUSION

Work is continuing on getting the project to a point where construction can commence with side tracks and vegetation clearing.

Council completed maintenance works on the road over the previous months, however, wet weather has led to new damage to the road. Staff are continuing to monitor the road conditions and will intervene when there is an unacceptable safety risk that can be addressed within the available resources and funded from the maintenance budget.

RECOMMENDATION

That Council note the report and the progress on the Tooraweenah Road Upgrade Project.

10.16 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS**File Number: R6****Author: Kerrie Murphy-Director Infrastructure Services****Authoriser: Phillip Perram, General Manager****Annexures: Nil****PURPOSE**

The purpose of this report is to provide Councillors with information on maintenance and other works in progress within Council's Infrastructure Directorate.

BACKGROUND**(a) Relevance to Integrated Planning and Reporting Framework**

- I1.1 Employ a strategic approach to the management of our critical road network.
- I1.2 Strengthen our strategic approach to the management of our water infrastructure and services.
- I1.3 Improve our strategic approach to the management of our sewerage infrastructure and services.
- I1.4 Strengthen our strategic approach to the management of our urban drainage infrastructure and services.
- I1.5 Adopt successful strategies which maximises our community's access to quality infrastructure and assets.
- P3.1 Provide support to our sporting, recreation and community organisations which drives improved sporting and recreational opportunities for our community.
- P3.2 Improve the quality of our parks, open spaces, sporting, and recreational facilities, including the MacDonald Park Precinct.

(b) Financial Considerations

Provision is made within the 2024 / 2025 Operational Plan and Budget to fund the associated works and programs listed in this report.

COMMENTARY

This report aims to inform Councillors of the works in progress in the Infrastructure Directorate. Updates are provided for each Departmental area which includes Roads, Water and Sewer and Urban Services. Please note that the attachment is in an updated format with a view to provide additional information to that provided previously. The projects in this report will increase as time goes on, and more valuable information will be provided at that time.

Utilities

The Advanced Operational Support project is progressing well at the Coonamble Water Treatment Plant. This valuable project sees the completion of certain works that minimize the risk to the towns drinking water supply through a risk reduction approach. The project has put in place more barriers which provides greater control and in turn this sees higher quality water produced by the operator for the community.

Council has now received the final report on the concrete water reservoir at the Coonamble Sportsground. This report indicated that the structure has a minimum of 50 years remaining. Council can now look at strategically reinstating this asset to improve water security and alleviate water pressure issues throughout the Coonamble township.

The Utilities team has had massive challenges within June dealing with extensive ragging within the sewage pump stations; this has seen multiple sewage pumps needing to be pulled up and unblocked from rags. Council is looking at installing cutters on pump impellers throughout the sewage pump station network to minimize the issue. Council will be undertaking an awareness/education program in the near future, reminding the community that what you flush impacts the sewer system which ultimately costs more to operate and maintain.

All the water and sewer extension, installation and connection works have been completed to service the newly proposed core and cluster site on Limerick Street.



Figure 1: Sewage connection to the core and cluster site (note sewage manhole still to be installed on base slab seen in picture)



Figure 2: Water connection (40mm) for core and cluster site in Limerick Street

Upcoming works:

- *Step screen installation at the Coonamble STP*
- *Water mains replacement Aberford Street/Castlereagh Highway, Wingadee / Hickey Streets, Coonamble and Breelong St Gulargambone*
- *Heavy maintenance and security works on Turkeys nest storage dam at Golf Club/Racecourse Coonamble*

URBAN SERVICES

Continuing of mowing including Ovals, Parks, Town approaches and urban streets, tree trimming, and removals as requested by the community and for safety reasons.

Some selective herbicide spraying has been undertaken at the ovals in Coonamble and Gulargambone.

New trees in McCullough Street have been planted. These plantings will complement the new parking areas that have been marked out for the Sports ground.

Weeding of the Visitor Information Centre was also recently undertaken.

A cleanup of the levee bank at the entrances to town has also been programmed to take place in the next month also.

Parks

McDonald Park is still receiving a lot of vandalism including damage to the toilets, irrigation and furniture, Council will continue to monitor the situation.

Upcoming works:

- *Additional tree plantings.*
- *Installation of two (2) standard picnic tables and an accessible picnic table, with shelters.*

Coonamble Showground

A successful Rodeo and Campdraft was held on the long weekend in June. The Committee worked very co-operatively with Council staff to ensure all the preparatory work was done efficiently and effectively.

Work continues at the Showground in preparation of future events.

Upcoming events:

- *Coonamble Poultry Club Annual Show*

Cemeteries

Planning has also commenced for new lawn sections to be installed at Coonamble and will commence shortly as the existing lawn section is filling up fast.

Some selective herbicide spraying has been undertaken at the lawn cemetery.

The fencing for the Pioneer cemetery is progressing steadily.

Upcoming works:

- *Hedging and tree planting to occur at Cemeteries*
- *Construction new lawn sections at Coonamble*

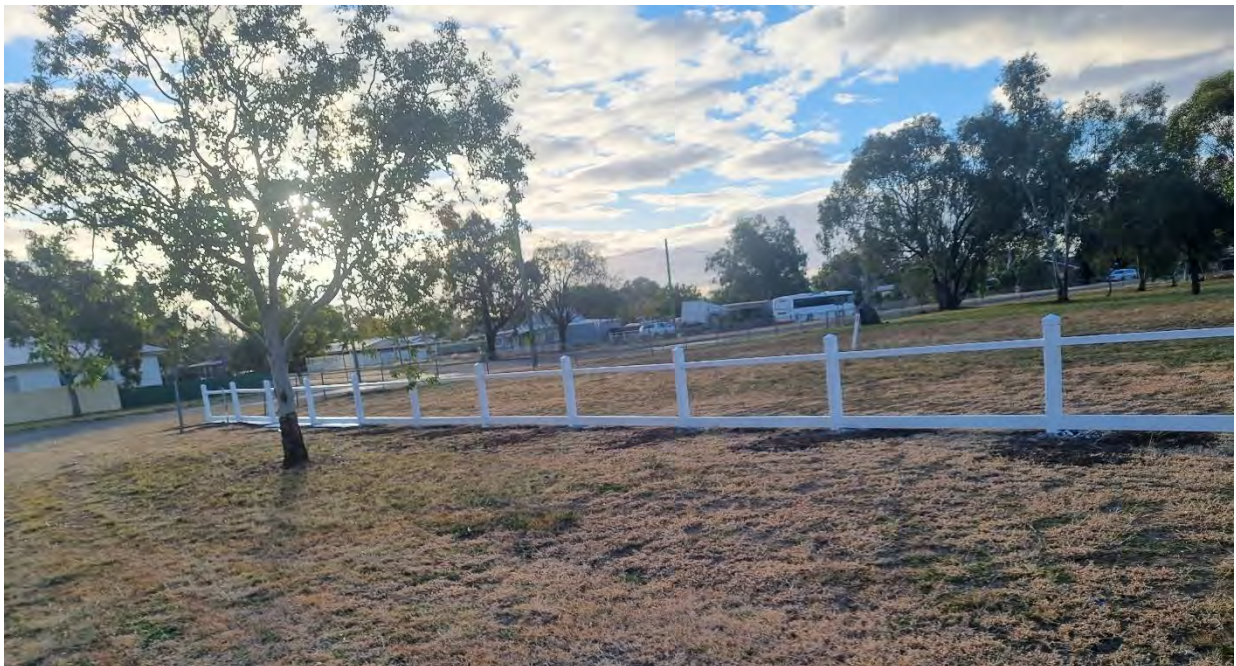


Figure 3: Pioneer Cemetery fence construction in progress

Aerodrome

Council has a compliance requirement to undertake regular surveys on the Obstacle Limitation Surface (OLS) at the Aerodrome. The OLS is a defined airspace surrounding an airport that needs to be kept clear of obstacles to ensure safe aircraft operations. It's a crucial part of airspace protection, ensuring that aircraft can take off

and land without colliding with structures or other hazards. The consultant that undertakes these surveys for Council has provided advice that raising the height of the perimeter fencing will infringe the Take-Off Surface at both 05 and 23 Runway ends. The new fence would also infringe the transitional surface at the 23 Take-Off End. Council is seeking further advice from CASA as to what can be done to minimise the impact on the runways.

An Aerodrome Inspector from CASA has advised that an assessment for the proposed fence will need to be requested from CASA. This request has been made and as at the date of writing this report, the outcome has not yet been received.

Advice has been received from the Senior Base Pilot, NSW Ambulance Contract, Toll Aviation regarding their risk assessments as follows:

- *“When tasked a potential mission, flight crew run a risk assessment that assesses a number of factors. These are broadly broken down into personal (fatigue and duty impacts), time of day (a night flight carries greater risk than a day flight), aviation (weather, fuel, legal alternate requirements and airport facilities), runway length, width and wildlife hazards.*
- *Per our risk assessment, Coonamble requires a wildlife inspection both day and night which does carry some risk. The runway width and length are deemed sufficient to not incur any additional points on the assessment.*
- *If a crew is tasked to Coonamble during the day, there is nothing that will stop us operating. During night operations, the culmination of wildlife inspection requirement and night operations will move us up into a range of reduced operations, however any job that could not be tasked due the night operation would not be tasked anyway as they are low priority and not time critical.*
- *Should the weather be poor, there may be a limit to the operations that can be tasked to Coonamble, however this is true of any airport.”*

Contact has been made with the Office Environment and Heritage to see what options Council have with Kangaroo control at the Aerodrome. Advice is still to be received.

Once Council has received all available information a report will be submitted to council including options and a proposed budget.

Spraying has recently been undertaken at the Airport between the runway and gable areas.

Gulargambone Sportsground Facilities Upgrade

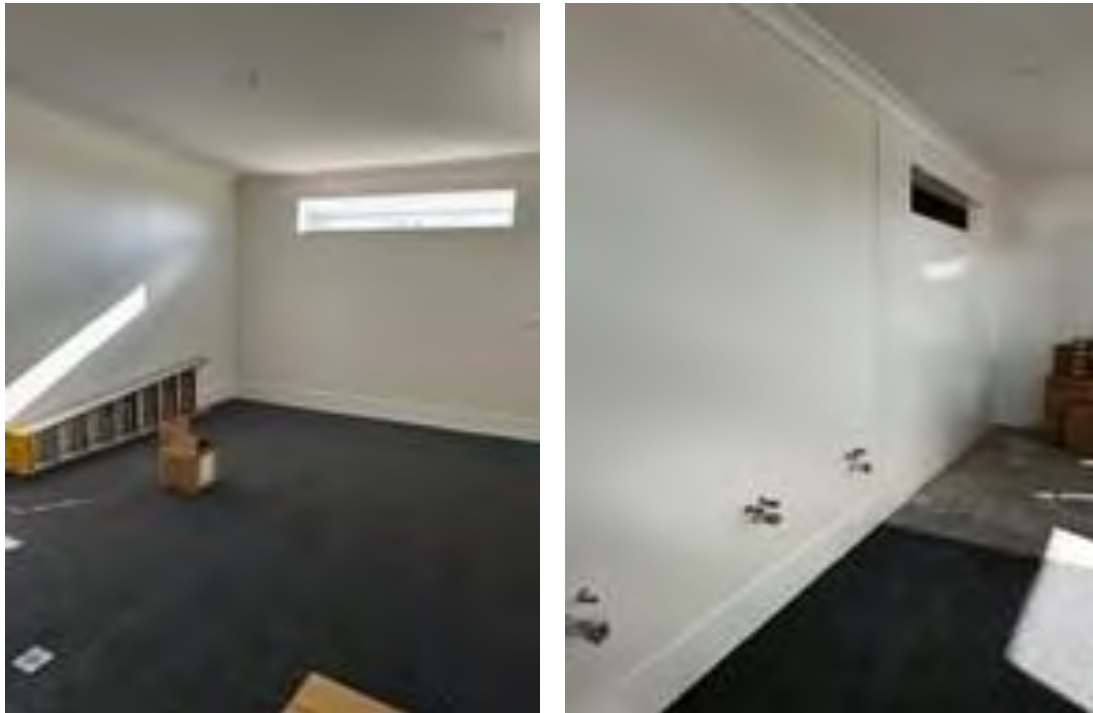
The upgrade of Gulargambone’s sportsground facilities continues to make strong headway, signalling a major boost to the town’s recreational infrastructure. Managed by Winsman Group - who also delivered the Coonamble Sportsground Female Amenities - the project has now entered its final stages.

With external brickwork and roofing finalised, the internal fit-out has progressed significantly. Gyprocking and painting are now complete, tiling has been finalised, and all final plumbing and electrical installations have been successfully carried out.

External concrete pathways are scheduled for completion in the final week of June.

Despite earlier delays due to trade availability and adverse weather conditions, the project has regained momentum and is tracking toward practical completion in the first week of July 2025 - revised from the original April timeline.

Council acknowledges the continued professionalism of Winsman Group in navigating project complexities and maintaining construction efficiency. While the contractual deadline remains January 2026, current progress positions the project for a much earlier handover and community use.



Figures 4, 5 and 6: Interior and Exterior of facilities

MT MAGOMETON QUARRY

Work is continuing to address the outstanding notices received from the Regulator after their inspection on 21 January 2025.

From the 13 Notices, Council has 2.5 Notices that remain outstanding. These Notices are being worked on being cleared as soon as we can. Two (2) of the notices are reliant on external consultants completing the work. Council is working closely with these consultants to get this work finalised. The final Notice is dependent on crushing and screening plant training of staff being undertaken. This training is currently in progress and is expected to be completed on the next couple of weeks.

Council is currently also receiving quotations for a renewed pit design. This is required as it has been identified that the existing mine plan is inadequate.

The following operational components are provided for Council's information.

Tenderers for the crushing campaign have been notified as successful and contracts have been sent out for signing to each contractor. As each signed contract is received by Council, a request for their management plans is being made so that they can be assessed in relation to Council's requirements. These management plans must be assessed prior to any contractor starting onsite at the Quarry to ensure Council is remaining compliant with the Regulations associated with being a Mine Operator.

ROADS

Natural Disaster Work

AGRN 1034 natural disaster restoration works are underway with work complete on Kenilworth Lane, Talegar Lane, Merri Merri Road, Thurloo, Bulgan, Calga, McGlynns, Mungery, Nortongong, Old Wongy, Thara, Walla Walla, Williga, Old Dubbo and Yarranville Roads in the last month. Work is currently occurring on Fishers, Carinda, Back Gulargambone, Gilgooma and Billeroy Roads. Work is being completed by Council roads crews and one contract crew.

Upcoming works:

- *Flood damage work – Quabathoo and Keewong Roads*

RMCC

Maintenance is being completed in accordance with the RMAP (agreed schedule with TfNSW). This includes potholes patching, rest area cleaning, routine inspections, sign repairs and roadside slashing.

Work is currently underway on a rehabilitation project just south of Coonamble on segment 3195 and is expected to be completed at the end of June.

Unsealed Roads Maintenance

Staff have been busy over the last month carrying out maintenance on Gulargambone Road, Fairmile Road, Woodlands Road and Hollywood Lane. The focus has been on natural disaster restoration works during June.

Heavy Patching on Baradine Road

Work has commenced on heavy patching on Baradine Road as well as upgrading floodways. It is expected this work will be completed over a three (3) week period weather permitting.

(a) Governance/Policy Implications

Maintenance of Council's infrastructure assets is carried out in accordance with Council's adopted management plans.

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

Maintenance works are programmed where practical, to minimise social impacts.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

Works are scheduled in accordance with Council's adopted 2024/2025 Operational Plan and Budget.

(f) Risk Implications

Maintenance works are programmed to minimise the risk to Council and the public.

CONCLUSION

This report provides updated information on the projects and planned works within the Infrastructure Department for Council's information.

RECOMMENDATION

That Council note the report the works in progress within Council's Infrastructure Directorate.

**11 NOTICES OF MOTIONS/QUESTIONS WITH
 NOTICE/RESCISSION MOTIONS**

Nil

12 CONFIDENTIAL MATTERS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

12.1 Closed (Public Excluded) Council Meeting of the Coonamble Shire Council - 18 June 2025

12.2 Request for Concession Towards Water User Charges

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

13 CONCLUSION OF THE MEETING