

Responsible Officer
Directorate

Manager Economic Development and Growth
Sustainable Communities and Planning

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1. Purpose

The purpose of the Business Activation Policy and Procedure is to systematically and methodically incentivise small business development and expansion in the three urban areas of Coonamble Shire – Coonamble, Gulargambone and Quambone – through the provision of a business activation payment to eligible enterprises meeting the required criteria, while sufficient funding remains in Council's Business Activation Fund.

2. Background

Council's role in economic development is to provide leadership and direction in order to foster, encourage and maximise sustainable development opportunities within Coonamble Shire. Council's Community Strategic Plan 2025-2035 has the goal that "we support a resilient local economy by increasing its diversity and boosting opportunities for entrepreneurship and business."

Council facilitates business partnerships, participates in local and regional networks and assists with research and planning in the identification of business opportunities.

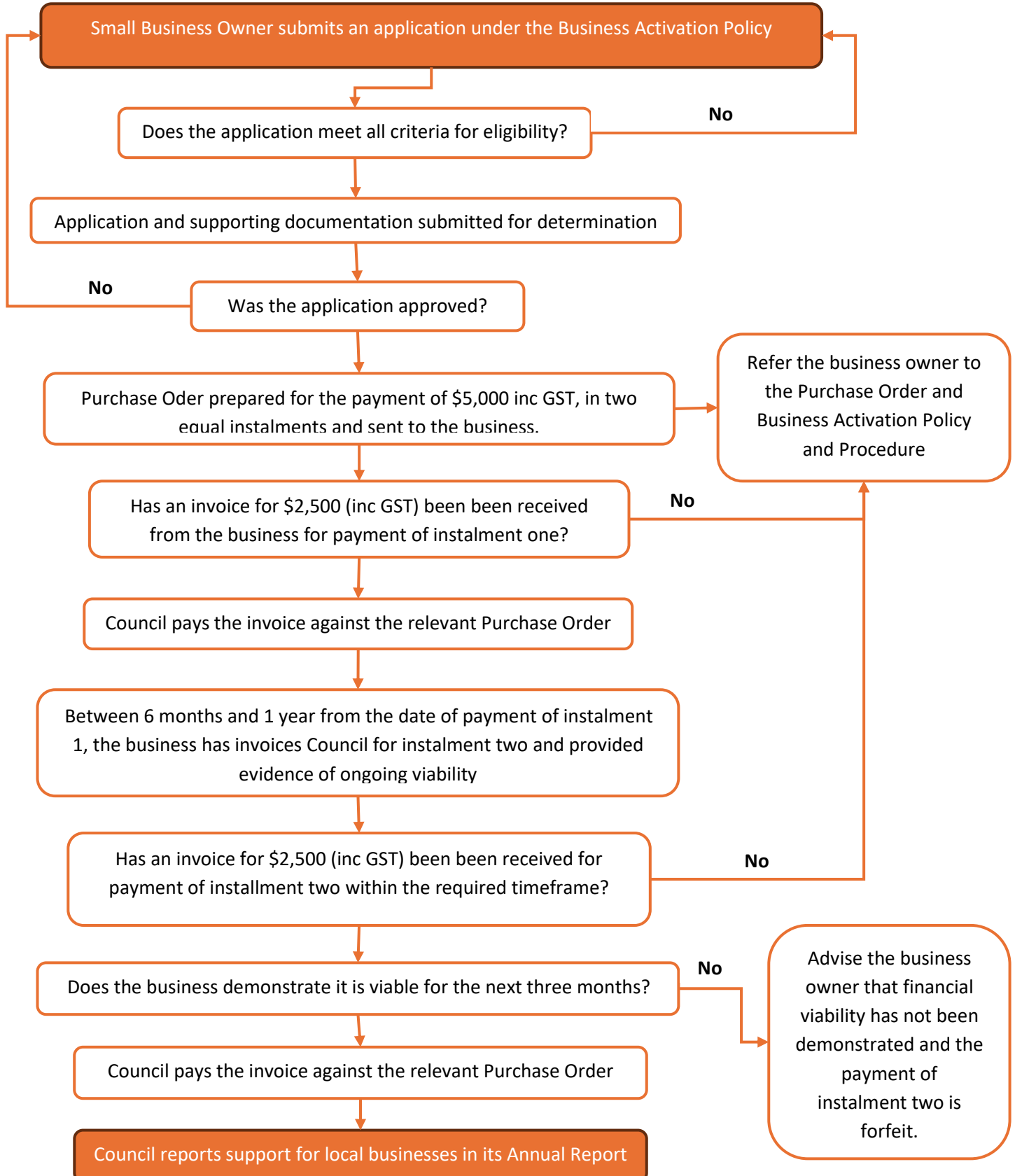
In order to encourage diverse and innovative business initiatives across Coonamble Shire, Council may offer incentives and support through the Business Activation Policy and Procedure.

3. Objectives

1. An eligible small business submits to Council a completed Business Activation Application, along with required documentation. Documentation is treated confidentially.
2. The application and supporting documentation is checked to confirm it meets all criteria of eligibility under the Business Activation Policy; the business owner is advised that further documentation is required if the application is to proceed.
3. The application and supporting documentation are submitted for determination by the full membership or a quorum of the elected Council or a committee whose membership it appoints.
4. Determinations are made in alignment with the timing of the determination of submissions under Council's Donations Policy.
5. All business owners are notified of the determination of their application. Successful applicants confirm they understand and agree to abide by the criteria of the Business Activation Policy and conditions of the Business Activation Policy Procedure.

6. Successful applicants are sent a Purchase Order to the maximum value of \$5,000 (including GST if the business is registered for GST), valid for one year, showing two instalments of \$2,500.
7. Successful applicants will be invited to submit an invoice for \$2,500 (including GST, if the entity is registered for GST) as Instalment 1 of 2, quoting the Purchase Order number.
8. Council pays the invoice in the course of its normal creditor payment schedule.
9. The business applicant will submit a statement signed by an accountant attesting to the ongoing viability of the venture as per the existing definition., along with an invoice for \$2,500 (including GST, if the entity is registered for GST) as Instalment 2 of 2, no sooner than six (6) months and no later than 12 months after receiving payment of Instalment 1; submission of the invoice for Instalment 2 is the sole responsibility of the business; Instalment 2 will be forfeit if the financial report and invoice is not received within the timeframe specified in this Step of the procedure.
10. Council pays the invoice for Instalment 2 of 2 in the course of its normal creditor payment schedule, provided it was received within the timeframe specified in the above Step of this procedure and that Council is satisfied the business demonstrates ongoing viability.
11. Council reports support for local businesses in its Annual Report.

4. Business Activation Workflow



5. Definition

Word or Terminology	Description
Business Plan	<p>Applicants can satisfy this requirement by completing a template application form which includes sections requesting relevant information on business size, structure, staffing, customers, goals revenue sources, PLUS outputs and expected benefits of the proposed project or activity to be supported for both the business and the wider community.</p> <p>Providing a detailed Business Plan remains an option.</p>
Financial Viability	<p>Financial Reporting shows sufficient cashflow to cover all anticipated debts, without further revenue, for the next three calendar months (inclusive).</p>
GST	<p>Goods and Services Tax, established under <i>A New Tax System (Goods and Services Tax) Act 1999</i></p>
Small Business	<p>A business that employs fewer than 20 people and/or that has an aggregated annual turnover (excluding GST) of less than \$10 million.</p>

6. Business Activation Funding Application

Name of Business : _____

ABN: _____

Current Business Address: _____

Proposed Business Address: _____
(If different from current address)

Nature of enterprise: _____

Proposed shift in nature: _____

Name of Director/Owner (1): _____
(Please Print First and Last Name)

Name of Director/Owner (2): _____
(Please Print First and Last Name)

Name of Director/Owner (3): _____
(Please Print First and Last Name)

Name of Director/Owner (4): _____
(Please Print First and Last Name)

Are there other Directors? NO YES – Attach details to this application

Person Completing this form: _____
(Please Print First and Last Name)

Contact Email: _____

Contact Phone: _____

Please print, complete all parts of the form, sign and have the signature witnessed by a director/owner of the applicant business and submit all attachments as required (see checklist on next page).

7. Check list of attachments

- A Business Plan for the expansion, establishment or relocation of the business (named above) in or to Coonamble, Gulargambone or Quambone is attached.
- The Business Plan substantiates the financial viability of the expansion of its operations or of its relocation to an appropriate area within Coonamble Shire.
- The Business Plan demonstrates the provision of a new service or product offering unique to Coonamble or of an increase in the number of employees within the enterprise.
- A 'Bank Details for EFT Payments from Coonamble Shire Council' form is completed and attached.
- The applicant business (named above) is a recognised business entity, with a current Australian Business Number, registered with the Australian Securities and Investments Commission.
- The applicant is a "small business" employs fewer than 20 people and/or has an aggregated annual turnover (excluding GST) of less than \$AU 10 million (attach Annual Financial Statements).
- The applicant business is a private, commercial enterprise.
- The applicant business is not a franchisor.
- The applicant is an enterprise operating under Existing Use Rights in a zoning in which that enterprise is now prohibited and is applying to relocate the business to a zoning where that enterprise is permitted.
- Neither the applicant business nor any of its individual directors have any outstanding debts with Coonamble Shire Council.
- The applicant business has not received Business Activation funding under this policy previously.
- The applicant business has no outstanding payments to the Australian Superannuation Guarantee Charge (eg. attach the most recent superannuation clearance house statement).
- The applicant business currently operates or has committed to operate within Coonamble Shire (eg. a lease of one year or more has been signed and executed for operation within a land use zoning allowing such an operation, in Coonamble, Gulargambone or Quambone; attach lease or land Title deed).
- The applicant business has current Public Liability, Workers Compensation and/or Professional or Product Liability insurances relevant to the type and size of operation (attach Certificates of Currency for each).

8. Agreement between the Business Entity and Coonamble Shire Council

As a Director of the company applying for this Business Activation assistance, I hereby agree, on behalf of the business entity and each of my fellow directors (if any):

1. To provide all documentation specified in this form and otherwise requested by an officer of Council in order for this application to be assessed in relation to its eligibility for consideration of the Business Activation funding. _____
(initials)

2. To receive a maximum payment of \$5,000 (including GST where applicable), under this Business Activation Policy, and to utilise the financial assistance provided by Council to offset costs associated with the expansion, establishment or relocation of my business to an appropriate land-use zoning in Coonamble, Gulargambone or Quambone. _____
(initials)

3. To provide required financial reports, between six and 12 months after receiving the first instalment of any Business Activation assistance, demonstrating the current degree of financial viability of the business, acknowledging I will forfeit the second and final instalment of the Business Activation assistance where I fail to provide these reports or where they show the business – in the majority opinion of Coonamble Shire Council’s Mayor, General Manager and Director of Corporate Services – not to be financially viable. _____
(initials)

4. To provide Coonamble Shire Council with appropriate invoices for each of the two instalments (maximum \$2,500, including GST if applicable) – the first invoice after receiving a Purchase Order for the Business Activation assistance, and the second between six and 12 months after the date of the Purchase Order – and acknowledge that the second instalment will be forfeit if the invoice for it is not received by Coonamble Shire Council within this timeframe. _____
(initials)

5. To Coonamble Shire Council’s treating my personal and business information confidentially and for the purposes only of administering the Business Activation Policy, application and procedure. _____
(Initials)

6. To Coonamble Shire Council’s making public only my business name and the nature of the business during the course of the administration of this policy and application and in any reporting on its administration. _____
(initials)

(Print First and Last Name)

(Print Witness First and Last Name)

(Signature)

(Witness Signature)

/ /
(Date)

/ /
(Date)

9. Notification of Bank Account Details for EFT (Electronic Funds Transfer) Payment(s) from Council

Please complete the required fields in the form and return to: accounts@coonambleshire.nsw.gov.au

Company Name: _____

ABN: _____

Postal Address: _____

Email Address for our Purchase Orders: _____

Email Address for our Remittance to you: _____

Your Phone Number: _____

Your Payment Terms: _____

Name of Your Bank: _____

Account Name: _____

BSB: _____ Account Number: _____

Reference Details (eg. Invoice number): _____

Name of the authorise person completing this form _____

Signature: _____ Date: _____ / _____ / _____

Office Use Only

Creditor Code: _____

Details entered by: _____

Date entered: _____ / _____ / _____

10. Policies Relating to this Procedure

Procedure Name	Public or Internal Facing
Business Activation Policy	Public

11. Procedure Review History

Date	Changes Made	Approved By
10 September 2025	Creation of the Policy and procedure	Council
11 March 2026	Update into the new template, review of the information within the Procedure and dividing the Policy and Procedure into their own documents.	Council