

# COONAMBLE SHIRE COUNCIL

## BUSINESS PAPER

### Extraordinary Council Meeting Thursday, 22 January 2026

**Date: Thursday, 22 January 2026**

**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 Extraordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Thursday, 22 January 2026 at 9.00am.**

## **Order Of Business**

<b>1</b>	<b>Opening Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Acknowledgement of Country .....</b>	<b>3</b>
<b>3</b>	<b>Community Consultation.....</b>	<b>3</b>
<b>4</b>	<b>Apologies/Applications for Leave of Absence by Councillors .....</b>	<b>3</b>
<b>5</b>	<b>Disclosures of Conflicts of Interest.....</b>	<b>3</b>
	<b>Section A - Matters for Consideration by Council .....</b>	<b>4</b>
1.1	Councillor and Executive Leadership Team Training Program.....	4
<b>6</b>	<b>Reports to Council .....</b>	<b>7</b>
6.1	Appointment of Councillors to the General Manager Performance Review Panel .....	7
<b>7</b>	<b>Confidential Matters.....</b>	<b>11</b>
7.1	Expression of Interest - Reuse 100ML plus up to 50ML non guaranteed water from the Coonamble Artesian Bore Baths .....	11
7.2	TENDER 20251107KM TOORAWEEAH ROAD UPGRADE STAGE 2 .....	11
7.3	Request for additional resources to delivery Statutory Planning Documents.....	11
7.4	Australia Day Award Recipients 2026 .....	11
<b>8</b>	<b>Conclusion of the Meeting .....</b>	<b>11</b>

## **1 OPENING MEETING**

- 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**

## **4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**

## **5 DISCLOSURES OF CONFLICTS OF INTEREST**

## **SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL**

### **1.1 COUNCILLOR AND EXECUTIVE LEADERSHIP TEAM TRAINING PROGRAM**

**File Number:** 81731

**Author:** Jenni Maundrell-Executive Manager Corporate Governance

**Authoriser:** Greg Hill, General Manager

**Annexures:** Nil

#### **PURPOSE**

To seek Council endorsement for councillors to participate in a joint training program with the Executive Leadership Team (ELT) aimed at fostering positive interactions and communication between Council and staff. The program will culminate in the development of an agreed Charter to be formally adopted by Council.

#### **EXECUTIVE SUMMARY**

This report recommends that Council endorse and participate in a training program designed to strengthen relationships and communication between councillors and staff. The program aligns with Council's commitment to good governance and organisational culture and will result in a Charter that sets clear expectations for respectful and constructive engagement. The cost of approximately \$1,500 is within the adopted budget for councillor professional development, and attendance will be reported in the Annual Report as required. The program will be delivered by Local Government NSW Management Solutions, ensuring high-quality facilitation tailored to the local government context. Available dates for the training are Tuesday 24 February 2026 or Wednesday 25 February 2026.

#### **BACKGROUND**

Council has prioritised organisational culture as a key focus for 2026. A comprehensive program for staff is scheduled for delivery in the early part of the year. To complement this initiative, a tailored session for councillors and the ELT is proposed to ensure alignment across all levels of the organisation. The session will address communication protocols, role clarity, and collaborative behaviours, culminating in a jointly agreed Charter. The training will be delivered by Local Government NSW Management Solutions, a recognised provider of governance and leadership programs for councils. The proposed date for the training is either 24 or 25 February 2026, subject to negotiation between the Mayor and General Manager.

##### **(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 additional cost of \$1,500 for the councillor/ELT session (additional to the program for staff) is within the adopted budget for councillor professional development. This expenditure complies with legislative

requirements for councils to provide professional development opportunities for elected members.

## **COMMENTARY**

The proposed training program represents an important step in strengthening the working relationship between councillors and the Executive Leadership Team. Effective communication and mutual respect are essential for good governance and for ensuring that Council decisions are implemented efficiently and in line with strategic objectives. This program will provide a structured opportunity for councillors and senior staff to explore best practices in communication, clarify roles and responsibilities, and develop shared expectations for interaction.

By engaging in this process together, councillors and the ELT will co-create a Charter that formalises these expectations and serves as a practical guide for ongoing collaboration. The Charter will reinforce accountability and transparency, reduce the risk of misunderstandings, and support a positive organisational culture. This initiative complements the broader cultural program being delivered to staff in 2026, ensuring that the principles of respect and constructive engagement are embedded across all levels of the organisation.

The training is not only a compliance measure under the *Local Government Act 1993* but also a proactive investment in organisational health. Delivered by Local Government NSW Management Solutions, the program will draw on sector-specific expertise and proven strategies to ensure relevance and impact. It demonstrates Council's commitment to continuous improvement and to fostering an environment where elected members and staff can work together effectively for the benefit of the community.

### **(a) Governance/Policy Implications**

The program aligns with Council's Code of Conduct and governance principles, strengthening councillor-staff relationships and decision-making processes.

### **(b) Legal Implications**

Participation in professional development is a statutory requirement under the Local Government Act. This initiative ensures compliance.

### **(c) Social Implications**

Improved communication and collaboration will contribute to a positive organisational culture, benefiting staff morale and community confidence in Council.

### **(d) Environmental Implications**

There are no direct environmental implications arising from this report.

### **(e) Economic/Asset Management Implications**

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

**(f) Risk Implications**

Failure to invest in councillor-staff relationship building may lead to misunderstandings, conflict, and reputational risk. This program mitigates these risks by establishing clear expectations and protocols.

**CONCLUSION**

The proposed training program is a proactive measure to strengthen governance and organisational culture. It is cost-effective, aligns with strategic priorities, and meets statutory requirements. Delivered by Local Government NSW Management Solutions, the program will ensure high-quality outcomes and sector-specific relevance. The proposed date for the training is either 24 or 25 February 2026, subject to negotiation between the Mayor and General Manager.

**RECOMMENDATION****That Council:**

- 1. Endorse the delivery of a joint training program for councillors and the Executive Leadership Team to support positive interactions and communication.**
- 2. Approve councillor participation in the program, noting the cost of approximately \$1,500 is within the adopted professional development budget.**
- 3. Commit to formally adopting the Charter developed through the program.**
- 4. Note that the proposed date for the training is either 24 or 25 February 2026, to be negotiated by the Mayor and General Manager.**

## 6 REPORTS TO COUNCIL

### 6.1 APPOINTMENT OF COUNCILLORS TO THE GENERAL MANAGER PERFORMANCE REVIEW PANEL

**File Number:** G2

**Author:** Greg Hill-General Manager

**Authoriser:** Greg Hill, General Manager

**Annexures:** Nil

#### EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement of the appointment of Councillors to the General Manager Performance Review Panel, in accordance with Section 441A of the *Local Government Act 1993* and Office of Local Government guidelines.

Section 441A of the *Local Government Act 1993* requires Council to appoint a General Manager under a performance-based contract, establish a performance agreement, and undertake an annual performance review.

Consistent with Office of Local Government guidance, Council is required to establish a Performance Review Panel to develop the General Manager's Performance Plan within three (3) months of commencement and to undertake the annual performance review on behalf of Council.

This report seeks Council's resolution to appoint Councillors to the Performance Review Panel, note the engagement of an independent facilitator, and confirm the timing of the review process.

#### BACKGROUND

Section 441A of the *Local Government Act 1993* provides that Council must:

- Appoint a General Manager under a performance-based contract;
- Enter into a performance agreement with the General Manager; and
- Review the General Manager's performance at least annually.

The Office of Local Government recommends that councils establish a small panel of councillors to manage the development of the Performance Plan and to conduct the annual review on behalf of Council.

#### Relevance to Integrated Planning and Reporting Framework

In accordance with Office of Local Government guidance, the Performance Review Panel is responsible for developing the General Manager's Performance Plan within three (3) months of commencement.

The Performance Plan is to:

- Be aligned with Council's Community Strategic Plan, Delivery Program and Operational Plan;

- Include clear performance objectives, performance measures, and review mechanisms; and
- Provide a transparent framework for assessing performance.

The Performance Review Panel will conduct the General Manager's Annual Performance Review against the endorsed Performance Plan.

The review will:

- Assess achievement of agreed performance objectives.
- Consider organisational leadership, governance, and statutory compliance; and
- Provide structured feedback to the General Manager.

## **COMMENTARY**

The review is scheduled to occur following the Wednesday 11 February Council meeting.

To support best-practice governance and ensure a consistent, objective, and transparent process, an independent facilitator has been engaged.

Mr Mark Anderson, NSW Local Government Management Solutions, will facilitate the Performance Review Panel in accordance with Office of Local Government guidelines.

The performance review process may involve consideration of matters relating to the employment and performance of the General Manager. Accordingly, aspects of the review and reporting may be required to be considered in closed session, consistent with the Local Government Act 1993.

### **(a) Governance/Policy Implications**

The applicable governance considerations have already been discussed under the "Background" heading of this report. Also, the Integrated Planning and Reporting Framework of the Office of Local Government (OLG) focusses on a quadruple bottom line approach – which means that governance/leadership, social, environmental and financial matters are considered as part of the development of this suite of documents.

### **(b) Legal Implications**

This report supports Council's compliance with Section 441A of the *Local Government Act 1993* and Office of Local Government guidelines relating to General Manager performance planning and review. The appointment of Councillors to the General Manager Performance Review Panel and the engagement of an independent facilitator ensures Council meets its statutory obligations and applies Office of Local Government best-practice governance arrangements.

### **(c) Social, Environmental and Economic/Asset Management Implications**

The Integrated Planning and Reporting Framework of the OLG focusses on a quadruple bottom line approach – which means that

governance/leadership, social, environmental and financial matters are considered as part of the development of this suite of documents

**(d) Risk Implications**

Failure to establish a Performance Review Panel or develop a Performance Plan within the required timeframe may expose Council to governance and compliance risks. Adoption of this report mitigates those risks by ensuring a structured and compliant review process.

**(e) Financial Considerations**

Costs associated with independent facilitation of the Performance Review Panel will be met from existing operational budgets.

## **CONCLUSION**

The appointment of Councillors to the General Manager Performance Review Panel is required under Section 441A of the *Local Government Act 1993*. Establishing the Panel, developing the Performance Plan within the required timeframe, and undertaking the Annual Performance Review with independent facilitation will ensure Council meets its statutory obligations and applies Office of Local Government best-practice governance arrangements.

## **RECOMMENDATION**

**That Council:**

- 1. Appoint Mayor Keady, Councillors Butler, Churchill, Cohen, Fisher, Garnsey, Goldsmith, Karanouh and Wheelhouse, to constitute the General Manager Performance Review Panel in accordance with Section 441A of the *Local Government Act 1993*;**
- 2. Note that, following the employment of the General Manager, the Performance Review Panel is required to develop and agree on the General Manager's Performance Plan within three (3) months of commencement, consistent with Office of Local Government guidelines;**
- 3. Note that Mr Mark Anderson from NSW Local Government Management Solutions has been engaged to independently facilitate the Performance Review Panel;**
- 4. Endorse that the General Manager's Annual Performance Review be undertaken following the Wednesday 11 February Council meeting; and**

5. Note that the outcomes of the performance review will be reported to Council, with confidential matters dealt with in accordance with the *Local Government Act 1993*.

## 7 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:

#### **7.1 Expression of Interest - Reuse 100ML plus up to 50ML non guaranteed water from the Coonamble Artesian Bore Baths**

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.

#### **7.2 TENDER 20251107KM TOORAWEEAH ROAD UPGRADE STAGE 2**

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.

#### **7.3 Request for additional resources to delivery Statutory Planning Documents.**

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.

#### **7.4 Australia Day Award Recipients 2026**

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).

## 8 CONCLUSION OF THE MEETING