



muswellbrook  
shire council

Muswellbrook Shire Council

# ORDINARY COUNCIL MEETING

BUSINESS PAPER

TUESDAY 20 JUNE 2023



**MUSWELLBROOK SHIRE COUNCIL**

P.O Box 122  
MUSWELLBROOK  
19 June 2023

Councillors,

You are hereby requested to attend the Ordinary Council Meeting to be held in the STEM Innovation Lab, Donald Horne Building on **Tuesday 20 June 2023** commencing at 6:00 pm.

Derek Finnigan  
**GENERAL MANAGER**



# Council Meetings

## Meeting Principles

Council and committee meetings should be:

- Transparent:* Decisions are made in a way that is open and accountable.
- Informed:* Decisions are made based on relevant, quality information.
- Inclusive:* Decisions respect the diverse needs and interests of the local community.
- Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- Respectful:* Councillors, staff and meeting attendees treat each other with respect.
- Effective:* Meetings are well organised, effectively run and skilfully chaired.
- Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

## Public Forums

The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.

To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by no later than 9.00 am two (2) days prior to the day of the meeting before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than 3 days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

Each speaker will be allowed 2 minutes to address the council. This time is to be strictly enforced by the chairperson.



## Declarations of Interest

### **Statement of Ethical Obligations**

Councillors are reminded of their oath or affirmation of office, made under section 233A of the NSW Local Government Act 1993, to undertake the duties of the office of Councillor in the best interests of the people of Muswellbrook Shire and Muswellbrook Shire Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them, under the Local Government Act 1993 or any other Act, to the best of their ability and judgment. Pursuant to the provisions of the Muswellbrook Shire Council Code of Meeting Practice and the Muswellbrook Shire Council Code of Conduct, Councillors are reminded of their obligations to disclose and appropriately manage conflicts of interest.

Section 451 of the Local Government Act requires that if a Councillor or Member of a Council or committee has a pecuniary interest in any matter before the Council or Committee, he/she must disclose the nature of the interest to the meeting as soon as practicable and must not be present at, or in sight of, the meeting, when the matter is being discussed, considered or voted on.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of financial gain or loss (see sections 442 and 443 of the Local Government Act).

A non-pecuniary interest can arise as a result of a private or personal interest which does not involve a financial gain or loss to the councillor or staff member (eg friendship, membership of an association, or involvement or interest in an activity). A Councillor must disclose the nature of the interest to the meeting as soon as practicable.

Council's Model Code of Conduct now recognises two forms of non-pecuniary conflict of interests:

- Significant
- Less than significant

A Councillor must make an assessment of the circumstances and determine if the conflict is significant.

If a Councillor determines that a non-pecuniary conflict of interests is less than significant and does not require further action, they must provide an explanation of why it is considered that the conflict does not require further action in the circumstances.

If the Councillor has disclosed the existence of a significant non-pecuniary conflict of interests at a meeting they must not be present at, or in sight of, the meeting, when the matter is being discussed, considered or voted on.



# Order of Business

<b>1. Application to Attend via Audio Visual Link .....</b>	<b>6</b>
<b>2. Acknowledgement of Country .....</b>	<b>6</b>
<b>3. Civic Prayer .....</b>	<b>6</b>
<b>4. Apologies and Applications for a Leave of Absence by Councillors .....</b>	<b>6</b>
<b>5. Disclosure of any Pecuniary or Non-Pecuniary Interests.....</b>	<b>6</b>
<b>6. Mayoral Minute.....</b>	<b>6</b>
<b>7. Public Participation .....</b>	<b>6</b>
<b>8. Business.....</b>	<b>6</b>
8.1. Planning and Environment .....	6
8.2. Community Infrastructure .....	6
8.3. Property and Place .....	6
8.4. Corporate Services .....	6
8.5. Community and Economy .....	7
<b>9. Notices of Motion.....</b>	<b>7</b>
<b>10. Adjournment into Closed Council.....</b>	<b>7</b>
<b>11. Closed Council.....</b>	<b>7</b>
11.1. 2022-2023-0569 Indoor Sports Centre Renovations - Muswellbrook and Denman .....	7
<b>12. Resumption of Open Council .....</b>	<b>8</b>
<b>13. Closure .....</b>	<b>8</b>



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- 6. Mayoral Minute**

Nil

## **7. Public Participation**

## **8. Business**

### **8.1. Planning and Environment**

Nil

### **8.2. Community Infrastructure**

Nil

### **8.3. Property and Place**

Nil

### **8.4. Corporate Services**

Nil



## 8.5. Community and Economy

Nil

## 9. Notices of Motion

Nil

## 10. Adjournment into Closed Council

In accordance with the Local Government Act 1993, and the Local Government (General) Regulation 2005, business of a kind referred to in Section 10A(2) of the Act should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

## 11. Closed Council

### **RECOMMENDATION**

**Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:**

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

### **11.1. 2022-2023-0569 Indoor Sports Centre Renovations - Muswellbrook and Denman**

*This report is CONFIDENTIAL under the provisions of Section 10A(2)(d) of the Local Government Act 1993, as it relates to commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.*

*Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*



## **12. Resumption of Open Council**

## **13. Closure**

**Date of Next Meeting: 27 June 2023**