

CONFLICT OF INTEREST CHECKLIST

LOCAL GOVERNMENT MEETING AGENDA

[ATTACH TO THE FRONT OF ALL LOCAL GOVERNMENT MEETING AGENDAS (INCLUDING ADVISORY AND STANDING COMMITTEES)]

IMPORTANT NOTICE TO COUNCILLORS

As a local government councillor, it is your responsibility to always act in the public interest in ensuring the transparency, accountability, and integrity of council.

You can do this by managing your and your related person/ close associate conflicts of interest (your COIs). To do this you **MUST**:

BEFORE THE MEETING



READ this agenda and reports carefully (including late reports).



ASSESS whether you have any prescribed or declarable COIs on one or more proposed agenda items, or whether a fair-minded person in my community might think you do.

- Refer to Managing Conflicts of Interests in Meetings
- Refer to Decision Pathway 1 - Managing Conflicts of Interest – at Local Government Meetings



NOTIFY the Chief Executive Officer in writing of your COIs on the agenda. You may seek your own legal advice.

AT THE MEETING



DECLARE your COIs in open session before consideration of the relevant agenda item.



ACT to proactively manage your COIs by:

(a) if a prescribed COI –

- i. not influencing any decision-makers on the decision before or at the meeting; and
- ii. leaving the room and not voting on the decision at the meeting.

(b) if a declarable COI –

- i. not seeking to influence any decision-makers on the decision before or at the meeting; and
- ii. leaving the room and not voting on the decision at the meeting; or
- iii. asking eligible councillors (those who do not have a COI in the matter) to decide on whether you can participate in the meeting and/or vote on the matter.



ASSIST other councillors to proactively identify and manage their, and their related person/ close associate, COIs if known to you. You have a duty to report undisclosed councillor's COIs to the chairperson, if known to you.

PRACTICE TIP: "If in doubt, point it out!"

CAUTION:

A failure to comply can result in serious penalties including discipline for misconduct under section 150L of the *Local Government Act 2009*. This is also an integrity offence under section 201D of the *Local Government Act 2009*.



AGENDA

Confidential Special Meeting

12 June 2024

NOTICE OF CONFIDENTIAL SPECIAL MEETING

To: Cr Leslie Hotz (Mayor)
Cr Melinda Jones (Deputy Mayor/Division 1)
Cr Trina Vaughan (Division 2)
Cr Susan Payne (Division 3)
Cr Renee McGilvery (Division 4)
Cr Michael Dingle (Division 5)
Cr Moira Thompson (Division 6)

Please be advised that the Confidential Special Meeting of the North Burnett Regional Council will be held at the Mundubbera Boardroom on Wednesday, 12 June 2024 commencing at 4:00 PM.

The purpose of this meeting is to discuss the appointment of an Interim Chief Executive Officer. An agenda is attached for your information.

Executive Support
OFFICE OF THE CEO

Order Of Business

6	Confidential Reports.....	4
6.1	Appointment of Interim Chief Executive Officer	4

6 CONFIDENTIAL REPORTS

6.1 APPOINTMENT OF INTERIM CHIEF EXECUTIVE OFFICER

Doc Id: 1229046
Author: Cr Les Hotz, Mayor
Authoriser: Cr Les Hotz, Mayor
Attachments: Nil

Section under the Regulation:	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 254J(3)(a)-(i) of the <i>Local Government Regulation 2012</i> .
Sub-clause and Reason:	a - the appointment, discipline or dismissal of the Chief Executive Officer.

INTRODUCTION/BACKGROUND

The meeting will be held in confidential to discuss the the appointment of an Interim CEO during the recruitment process for the permanent position.

OFFICER COMMENTS/CONCLUSION

Nil.

RECOMMENDATION

That Council:

1. Approve under section 195 (a) of the *Local Government Act 2009*, the appointment of the preferred candidate, as discussed in confidential session, as the Acting Chief Executive Officer of the North Burnett Regional Council.
2. Delegate authority to the Mayor to negotiate, finalise and execute on behalf of Council, all necessary documents associated with the appointment referred to in (1) above.
3. Approve that the appointment referred to in (1) above commence on 8 July 2024 and remain in effect until a Chief Executive Officer has been appointed by Council under section 194 (1) of the *Local Government Act 2009* and has commenced duties.
4. Authorise the Mayor to make public, the name, qualifications, and experience of the appointee to the position of Acting Chief Executive Officer of the North Burnett Regional Council, once the employment arrangements have been agreed by all parties.