

# 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**

**Special Meeting**

**7 August 2024**

**NOTICE OF 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 a Special Meeting of the North Burnett Regional Council will be held at the Mundubbera Boardroom on Wednesday, 7 August 2024 commencing at 3:00 PM.

An agenda is attached for your information.

Executive Support

**Office of the CEO and Mayor**

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- 1 **WELCOME/HOUSEKEEPING**
- 2 **ATTENDEES**
- 3 **APOLOGIES/LEAVE OF ABSENCE**
- 4 **ACKNOWLEDGEMENT OF COUNTRY**
- 5 **DECLARATIONS OF INTEREST**  

The Mayor to call for any declarations of interest.
- 6 **CONFIDENTIAL REPORTS**

**OFFICERS RECOMMENDATION**

That Council considers the confidential report listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

**6.1 CEO Recruitment Process - Application Review and Interview Preparation**

This matter is considered to be confidential under 254J - 254J(3)(a) of the Local Government Regulation, 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 the appointment, discipline or dismissal of the chief executive officer.

- 7 **CLOSURE OF MEETING**