



MINUTES

Special Meeting

7 August 2024

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
SPECIAL MEETING
HELD AT THE MUNDUBBERA BOARDROOM
ON WEDNESDAY, 7 AUGUST 2024 AT 3:00 PM**

1 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open at 3.00pm and welcomed all attendees.

2 ATTENDEES

COUNCILLORS: 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 Moira Thompson (Division 6)

OFFICERS: Kat Bright (Senior Executive Assistant to the CEO & Mayor)

**attended part of the meeting ^attended via Microsoft Teams*

3 APOLOGIES/LEAVE OF ABSENCE

LEAVE OF ABSENCE REQUEST

RESOLUTION 2024/190

Moved: Cr Melinda Jones
Seconded: Cr Renee McGilvery

That leave of absence from Cr Dingle be received and accepted.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery and Moira Thompson

Against: Nil

CARRIED 6/0

4 ACKNOWLEDGEMENT OF COUNTRY

The Mayor extended an Acknowledgement of Country on behalf of Council.

5 DECLARATIONS OF INTEREST

Nil.

6 CONFIDENTIAL REPORTS

6.1 CEO RECRUITMENT PROCESS - APPLICATION REVIEW AND INTERVIEW PREPARATION

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.

RESOLUTION 2024/191

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

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

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery and Moira Thompson

Against: Nil

CARRIED 6/0

THE MEETING MOVED INTO A CLOSED SESSION AT 3.03PM.

NOTE: During the confidential session, Councillors discussed the content in the confidential report listed above.

RESOLUTION 2024/192

Moved: Cr Renee McGilvery

Seconded: Cr Moira Thompson

That Council moves out of Closed Session into Open Session.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery and Moira Thompson

Against: Nil

CARRIED 6/0

THE MEETING MOVED BACK INTO AN OPEN SESSION AT 3.10PM.**OFFICERS RECOMMENDATION**

That Council:

1. Receive and review all candidate applications for the position of Chief Executive Officer.
2. Review and, if necessary, revise the draft interview questions to ensure they align with the requirements and expectations of the CEO role.
3. Submit the finalised interview questions to the Facilitator for consideration and any necessary amendments.
4. Invite [number] shortlisted candidates to participate in interviews to be scheduled on Tuesday, 3 September 2024. These interviews will precede Councils final decision on the appointment of the permanent Chief Executive Officer.

RESOLUTION 2024/193

Moved: Cr Melinda Jones
Seconded: Cr Moira Thompson

That Council:

1. Receive and review all candidate applications for the position of Chief Executive Officer.
2. Invite four (4) shortlisted candidates to participate in interviews. These interviews will precede Councils final decision on the appointment of the permanent Chief Executive Officer.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery and Moira Thompson

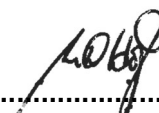
Against: Nil

CARRIED 6/0

7 CLOSURE OF MEETING

The Meeting closed at 3.12pm.

The minutes of this meeting were confirmed at the General Meeting held on 28 August 2024.



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CHAIRPERSON