

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

Councillor Information Workshop

16 October 2024

Please be advised that the Councillor Information Workshop of the North Burnett Regional Council will be held at the Mundubbera Board Room on: Wednesday, 16 October 2024 commencing at 9:00 AM

Order Of Business

Item	Description	Speaker	Timing	Time
1	Welcome & Housekeeping	CEO	3mins	09.00am
2	Acknowledgement of Country			
	<i>In the spirit of reconciliation, the NBRC acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.</i>			
3	Declarations of Interest	CEO	2mins	9.03am
3	Works			
3.1	Gayndah-Mt Perry Road Project Management Report	Allan	45mins	9.05am
4	Corporate & Community			
4.1	Service Awards	CEO	10mins	9.50am
<i>Morning Tea Break</i>			15mins	10.00am
5	Office of the CEO			
5.1	LGAQ Annual Conference Motions & President Election	CEO/Rhys	2 hrs	10.15am
<i>Lunch Break</i>			45mins	12.15pm
5.2	Annual Report Content Brief	Rhys	45mins	1.00pm
5.3	Proposed Council Meeting Schedule 2025 - 2028	CEO	30mins	1.45pm
6	General			
6.1	Councillors Discussion	Mayor	15mins	2.15pm
7	Close	CEO		2.30pm