



City of
Ipswich

AGENDA

REGULATION ADVISORY COMMITTEE

Thursday, 29 January 2026
2:00 PM

Claremont Room, Level 8
1 Nicholas Street, Ipswich

MEMBERS OF THE REGULATION ADVISORY COMMITTEE

Councillor Paul Tully (**Chairperson**)

Councillor Jim Madden (**Deputy Chairperson**)

Councillor Marnie Doyle

Councillor Andrew Antonioli

REGULATION ADVISORY COMMITTEE AGENDA

Item No.	Item Title	Page No.
	Declarations of Interest	
	Business Outstanding	
	Confirmation of Minutes	
1	Confirmation of Minutes of the Regulation Advisory Committee No. 2025(03) of 30 October 2025	7
	Officers' Reports	
2	Strategic Regulation Project: Step 1 Policy	9
3	Local Law Review - Proposed Community Consultation	27
4	Next Meeting	-
5	General Discussion (within the purpose and scope of the committee)	-

** Item includes confidential papers

REGULATION ADVISORY COMMITTEE NO. 2026(01)

29 JANUARY 2026

AGENDA

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE REGULATION ADVISORY COMMITTEE NO. 2025(03) OF 30 OCTOBER 2025**

RECOMMENDATION

That the minutes of the Regulation Advisory Committee held on 30 October 2025 be confirmed.

OFFICERS' REPORTS

2. **STRATEGIC REGULATION PROJECT: STEP 1 POLICY**

This is a report concerning Step 1 of the Strategic Regulation Project and updating Council's current Compliance and Enforcement Policy to be more holistic about regulation. Following targeted community consultation that supported a risk-based approach to regulation, amendments to the policy were drafted. Feedback was sought from Councillors and key staff during October/November 2025. The policy has been amended and includes a name change from Compliance and Enforcement Policy to Regulation Policy which supports the intent of making the policy more holistic. The amended policy is now presented to Council for adoption.

RECOMMENDATION

That the amended Compliance and Enforcement Policy, now named the Regulation Policy, as outlined in Attachment 3, be adopted.

3. **LOCAL LAW REVIEW - PROPOSED COMMUNITY CONSULTATION**

This is a report concerning the comprehensive local law review that forms part of the Strategic Regulation Project. The report provides information about the topics that initial community consultation will be undertaken on so that Council can

consider that feedback before any drafting of new laws commences. All of the topics have a focus of making it easier for the community to understand if they need to apply, how to apply and/or how to comply with eight (8) of the 17 topics providing a reduction in red tape for the community. This initial community consultation will occur over 3-4 weeks commencing mid-late March.

RECOMMENDATION

That the report titled 'Local Law Review – Proposed Community Consultation', be received and the contents noted.

4. NEXT MEETING

The next meeting is to be advised.

5. GENERAL DISCUSSION (within the purpose and scope of the committee)

REGULATION ADVISORY COMMITTEE NO. 2025(03)

30 OCTOBER 2025

MINUTES

COUNCILLORS' ATTENDANCE:

Councillor Paul Tully (Chairperson); Councillors Jim Madden (Deputy Chairperson) and Andrew Antonioli

COUNCILLOR'S APOLOGIES:

Councillor Marnie Doyle

OFFICERS' ATTENDANCE:

Chief Executive Officer (Sonia Cooper), General Manager, Corporate Services (Matt Smith), Manager, Strategy Governance and Performance (Haiden Taylor), Principal Officer, Governance (Barbara Dart), Manager, General Counsel (Allison Ferres-MacDonald), Manager, Compliance (Alisha Connaughton)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE REGULATION ADVISORY COMMITTEE NO. 2025(03) OF 21 AUGUST 2025**

RECOMMENDATION

That the minutes of the Regulation Advisory Committee held on 21 August 2025 be confirmed.

OFFICERS' REPORTS

2. LOCAL LAW REVIEW WORKSHOP

This is a report providing an outline of an upcoming workshop for the Local Law Review (*Strategic Regulation Project: Step 3 Local Law Review*) to be held on 24 November 2025.

RECOMMENDATION

That the report be received and the contents noted.

DISCUSSION

The committee received an overview of the papers that will be distributed prior to the local law workshop and the importance of receiving these papers in plenty of time for councillors to review the information.

3. NEXT MEETING

The next meeting is to be confirmed.

4. GENERAL DISCUSSION (within the purpose and scope of the committee)

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 1.00 pm.

The meeting closed at 1.45 pm.

Doc ID No: A12467831

ITEM: 2
SUBJECT: STRATEGIC REGULATION PROJECT: STEP 1 POLICY
AUTHOR: PRINCIPAL OFFICER (GOVERNANCE)
DATE: 15 JANUARY 2026

EXECUTIVE SUMMARY

This is a report concerning Step 1 of the Strategic Regulation Project and updating Council's current Compliance and Enforcement Policy to be more holistic about regulation. Following targeted community consultation that supported a risk-based approach to regulation, amendments to the policy were drafted. Feedback was sought from Councillors and key staff during October/November 2025. The policy has been amended and includes a name change from Compliance and Enforcement Policy to Regulation Policy which supports the intent of making the policy more holistic. The amended policy is now presented to Council for adoption.

RECOMMENDATION

That the amended Compliance and Enforcement Policy, now named the Regulation Policy, as outlined in Attachment 3, be adopted.

RELATED PARTIES

There are no known conflict of interest at the time of writing.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The Strategic Regulation Project aims to provide a strategic framework for Council to manage regulation in a contemporary and flexible way but also ensure it is prudent in terms of risk and financially for how it delivers that service to the community. A three-step approach is being undertaken.

- Step 1 POLICY - involves updating our Compliance and Enforcement Policy to be more holistic on what council's position on regulation is.
- Step 2 PROCESS - involves council focusing internally to update our process for making local laws ensuring a more contemporary approach.

- Step 3 LOCAL LAW REVIEW- involves undertaking a comprehensive local law review and creating a new suite of local laws to replace our existing ones.

This report relates to STEP 1 POLICY and follows on from previous reports provided to the Regulation Advisory Committee in 2025 related to the current Compliance and Enforcement Policy (Attachment 1).

At the Regulation Advisory Committee held on 21 August 2025, the targeted community consultation outcomes were presented highlighting support for council to take a risk-based approach to regulation. The below recommendation was endorsed by the Regulation Advisory Committee and resolved by the Council meeting on 25 September 2025:

RECOMMENDATION:

- A. That the report be received and contents noted.*
- B. That the current Compliance and Enforcement Policy (Attachment 1) be amended and the draft be forwarded to all Councillors and key staff for feedback, and a final draft be forwarded to a future Regulation Advisory Committee meeting for consideration.*

On Friday 3 October 2025 an email was sent to all Councillors and key staff seeking their feedback/input by 1 November 2025 on the draft Compliance & Enforcement Policy (amendments in track changes) and with the below points highlighted in the email based on previous committee reports and discussions:

- Purpose of updating our current Compliance & Enforcement Policy is for it to have a stronger risk based approach and make it more holistic. The current policy is great for the enforcement side of regulation but was missing the front end of regulation eg the inclusion of approvals/licences/permits etc.
- The majority of track changes relate to terminology eg changing it from ‘compliance and enforcement’ to regulation/regulatory activities etc.
- The amendments help provide a clear position on regulation with clear statements and principles.

No feedback was received from Councillors. Key staff provided the following feedback:

Feedback provided	How has the feedback been considered?
Minor amendments from Legal Services that a risk-based approach to regulation may be restricted in some instances where Council is required to conduct regulatory activities in a manner prescribed by legislation, supporting statutory instruments, court procedure and precedent. This should be noted.	This has been included in amended policy.
General feedback that the amendments provide clarity and resolution about a	Noted.

holistic and risk based approach to all regulation by council.	
--	--

The amended policy, now named the Regulation Policy, is now presented to Council for adoption. (**Attachment 2** is the amended policy with track changes; **Attachment 3** is the amended policy without track changes showing)

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009

POLICY IMPLICATIONS

The recommendations are about making amendments to a current policy and relate to establishing council's position on regulation holistically with a risk-based approach, not just how it responds to alleged unlawful activity.

RISK MANAGEMENT IMPLICATIONS

Risks for Step 1 POLICY will be managed and mitigated through the Strategic Regulation Project's governance arrangements.

FINANCIAL/RESOURCE IMPLICATIONS

There are no known financial or resource implications at the time of writing as a result of the recommendations of this report. For the Strategic Regulation Project, most of the project will be undertaken 'in house' with two (2) dedicated full-time equivalents (FTE). Anticipated whole of life costs for the Strategic Regulation Project are \$350k plus two (2) FTEs. The \$350k is for Step 3 (Local Law Review) and involves costs for external legal services, along with some advertising and promotion costs for draft law consultation. The majority of the costs will be incurred during the 2025-2026 year with some phasing to occur into the 2026-2027 year.

COMMUNITY AND OTHER CONSULTATION

Targeted community consultation was undertaken in 2025 to assess community stakeholder views about Council taking a more holistic risk-based approach to compliance and enforcement (and was supported). As a reminder the groups consulted were:

- Yuggara Ugarapul People (9 members)
- Ipswich Region Chamber of Commerce (10 board members)
- Greater Springfield Region Chamber of Commerce (7 board members)
- Community Panel (274 people)

Consultation was undertaken on the draft amended policy with all Councillors and key staff within regulatory and related customer service functions across Council. Outcomes of that consultation is contained within this report.




CONCLUSION

Following targeted community consultation, as well as Councillor and key staff consultation, the policy has been amended and includes a name change from Compliance and Enforcement Policy to Regulation Policy. This name change supports the intent of making the policy more holistic. The amended policy is now presented to Council for adoption.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That the amended Compliance and Enforcement Policy be adopted.
(b) What human rights are affected?	Freedom of Movement has the potential to be affected.
(c) How are the human rights limited?	Council undertakes regulation according to rules set out in Acts, Regulations and Local Laws. With the need for approvals and standards for activities and use of places across the local government area, the human right of Freedom of Movement has the potential to be affected by limiting when/if certain activities can be undertaken or places accessed.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Regulation provides fair and equitable access to places and aims to protect public health, safety and the environment. Regulation helps mitigate against nuisance issues in the general community.
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Current Compliance and Enforcement Policy ↓ 
2.	Amended Policy with Track Changes - now called Regulation Policy ↓ 
3.	Amended Policy clean - now called Regulation Policy ↓ 

Barbara Dart

PRINCIPAL OFFICER (GOVERNANCE)

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER (CORPORATE SERVICES)

“Together, we proudly enhance the quality of life for our community”



Compliance and Enforcement Policy

 Collaboration

 Communication

 Integrity

 Efficiency

 Leadership

Version Control and Objective ID	Version No: 2	Objective ID: A6142436
Adopted at Council Ordinary Meeting on	19 September 2020	
Date of Review	19 September 2022	

1. Statement

This is an overarching policy that outlines Council’s broad approach to enforcement and provides a framework that promotes understanding of the manner in which compliance and enforcement activities are undertaken. The Policy is supported by detailed procedures that provide further guidance to staff. It establishes clear guidelines for the exercise of Council’s powers in dealing with potential unlawful activity within Council’s jurisdiction. It provides practical guidance on how Council staff are to assess potential unlawful activity to determine if it requires further investigation, the courses of action available to Council for dealing with unlawful activity, how to decide whether enforcement action is warranted and, if so, the process to be used in deciding which type of enforcement action is appropriate in the circumstances.

2. Purpose and Principles

The purpose of this policy is to assist Council staff to act promptly, consistently and effectively in response to allegations of unlawful activity. This is to ensure that:

- Council responds quickly and effectively to allegations of unlawful activity
- Council exercises its regulatory functions consistently and without bias
- Council regulatory functions are exercised proactively
- The rules of procedural fairness are applied when making decisions that concern regulatory matters
- Enforcement action is proportionate to the offence in each case
- There is widespread understanding of the Council’s approach to enforcement, including the circumstances which will be taken into account when assessing different enforcement options; and
- Council allocates its limited resources in the most appropriate manner consistent with the public interest, its policy objectives and current regulatory issues

Our compliance and enforcement activities will be guided by the following principles:

- Our decisions will be fair, reasonable, respectful and reliable
- Our regulatory responses will be consistent, efficient and proportionate to the risk
- Our decisions and actions will be informed by evidence
- We will be transparent, and accountable for our decisions and actions
- We will monitor, review and report on our effectiveness
- We will continue to improve the way we regulate
- We will engage to listen, learn and respond.

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. Regulatory Authority

Section 28 of the *Local Government Act 2009* provides the power for local governments to make and enforce local laws that are necessary or convenient for the good rule and government of their local government area. In addition, Council has the responsibility of administering a range of State legislation.

- *Local Government Regulations 2012*
- *Public Sector Ethics Act 1994*
- Employee Code of Conduct
- Councillor Code of Conduct
- Meeting Conduct Policy
- Meeting Conduct Procedure
- Conflicts of Interest for Employees Policy
- Conflicts of Interest for Employees Procedure – Identifying, Disclosing, Managing and Monitoring

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

The Policy applies to all areas of Council operations that have a compliance and enforcement component. This Policy applies a risk-based approach to compliance and enforcement management to ensure resources are focussed on those matters posing the most significant risk to the community and environment. This approach is used for both proactive compliance activities and also in response to reports alleging unlawful activity (reactive compliance). Council will undertake compliance and enforcement action where appropriate in accordance with this Policy document.

7. Roles and Responsibilities

General

This policy applies to all Councillors and Council officers and is directly relevant to officers involved in the compliance and enforcement of Legislation and Local Laws.

Delegations from the Chief Executive Officer are required to officers to enable them to undertake investigation or compliance and enforcement action.

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

Councillors and Officers have significant responsibilities and must ensure that they comply with the relevant Codes of Conduct and Council Policies and Procedures in the execution of their duties. In particular, they must manage any conflicts of interest.

The Chief Executive Officer shall have overall responsibility for Council's legislative compliance framework.

Role of Officers

All council officers have a responsibility to ensure that they remain abreast of Legislation and Local Laws which affect their area of work.

The Executive Leadership Team are to ensure that adequate training and instruction is given to staff to ensure that legal obligations regarding their responsibilities are identified and met.

Managers must ensure that procedures and systems are established to support compliance and enforcement actions in accordance with this Policy.

Role of Councillors

Compliance and enforcement matters are sensitive and easily susceptible to allegations of impropriety, bias or inconsistency. In order to manage those risks, and be consistent with the Councillors' Code of Conduct and the Councillor – Staff Interaction Policy, Councillors are:

- Not to attend on-site meetings with Council staff, the complainants, or persons the subject of an investigation or enforcement action, or;
- Not to direct staff in relation to particular outcomes relating to investigations, enforcement options or actions.

Councillors can assist individuals who raise concerns with them by referring them to the relevant functional area so that the appropriate action can take place.

8. Key Stakeholders

The following Council Departments and Branches will be consulted during the review process:

- Planning and Regulatory Services Department
- Legal and Governance Branch

9. Monitoring and Evaluation

This policy is to be reviewed at least every two (2) years or sooner if necessary to accommodate changes in legislation.

10. Definitions

The following are the definitions of key terms in this Policy:

Council means the Ipswich City Council.

Councillor means a duly elected person of the Ipswich City Council.

Conflicts of Interest for Employees

Actual conflict of interest means there is a real conflict between the Council employee's official duties and their personal interests.



IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

Potential conflict of interest means personal interests that could conflict with a Council employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.

Perceived conflict of interest means the public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.

Enforcement means a range of procedures and actions taken by Council to ensure that a person or organisation comply with their statutory obligations.

Public Interest means the interests of the community as a whole or a group within the community or individuals.

Risk means a potential impact that may cause physical, financial, environmental or other harm resulting in loss of value of goods, loss of life or loss of amenity.

11. Policy Owner

The General Manager (Planning and Regulatory Services) is the policy owner and is responsible for the authoring and reviewing this policy.



Version Control and Objective ID	Version No: 2-3	Objective ID: A6142436 TBA
Adopted at Council Ordinary Meeting on	19 November 2019 TBA	
Date of Review	19 November 2024 TBA	

1. Statement

Regulation is necessary to achieve social, environmental, and economic objectives. The intent of regulation for Council is to protect the health, safety, amenity and environment of the community but Council also needs to consider that regulation isn't deterring, inhibiting or prohibiting social, environmental and economic opportunities in the community.

This is an overarching policy that outlines Council's broad approach strategic position to on regulation enforcement and provides a framework that and promotes understanding of the risk-based approach it intends to apply to manner in which compliance and enforcement regulatory activities, as well as the circumstances in which that risk-based approach may be qualified restricted. are undertaken predominantly with a risk-based approach. The Policy is supported by detailed procedures that provide further guidance to staff.

The policy it establishes a clear guidelines position for the exercise of Council's powers in dealing with managing regulation including potential unlawful activity within Council's jurisdiction. It provides practical guidance through its principles on how Council staff are to assess potential unlawful activity to determine if it requires further investigation, the courses of action available to Council for dealing with unlawful activity, how to decide whether enforcement action is warranted and, if so, the process to be used in deciding which type of enforcement action is appropriate in the circumstances.

2. Purpose and Principles

The purpose of the policy is to provide a risk-based approach to regulation through the following position statements:

Resource Optimisation: Council resources are directed towards higher-risk areas, ensuring that they are used where they are most needed and can have the greatest impact

Reduced Red Tape: Lower-risk activities face fewer regulatory requirements, reducing unnecessary administrative burdens and costs.

Improved Focus: Council will focus their efforts on significant risks, leading to more effective oversight and better protection of public interests

Flexibility and Adaptability: This approach allows for adjustments based on the evolving risk landscape, making regulation more responsive to new and emerging risks

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

The purpose of this policy is to assist Council staff to act promptly, consistently and effectively in response to allegations of unlawful activity. This is to ensure that:

- Council responds quickly and effectively to allegations of unlawful activity
- Council exercises its regulatory functions consistently and without bias
- Council regulatory functions are exercised proactively
- The rules of procedural fairness are applied when making decisions that concern regulatory matters
- Enforcement action is proportionate to the offence in each case
- There is widespread understanding of the Council's approach to enforcement, including the circumstances which will be taken into account when assessing different enforcement options; and
- Council allocates its limited resources in the most appropriate manner consistent with the public interest, its policy objectives and current regulatory issues

Commented [BD1]: Recommend this section be deleted as it is captured more succinctly by the principles listed below and where the principles cover the same intent. Leaving this in would look like duplication.

Our compliance and enforcement regulatory activities, which includes enforcement will be guided and supported by the following principles:

- Providing clear guidelines and standards to the community of knowing when to apply, how to apply and how to comply
- Our decisions will be fair, reasonable, respectful and reliable
- Our responses will be consistent, efficient and proportionate to the risk
- Our decisions and actions will be informed by evidence
- We will be transparent, and accountable for our decisions and actions
- We will monitor, review and report on our effectiveness
- We will continue to improve the way we regulate
- We will engage to listen, learn and respond.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. Regulatory Authority

Section 28 of the **Local Government Act 2009** provides the power for local governments to make and enforce local laws that are necessary or convenient for the good rule and government of their local government area. In addition, ~~Council has regulatory powers and responsibilities are devolved to Council under the responsibility of administering a range of State legislation, and complies with the legislation and any powers it has been devolved.~~

- Local Government Act
- Local Government Regulations 2012
- Various State Acts and Regulations for matters eg Building, Environmental Protection, Food, Planning, and Public Health
- Public Sector Ethics Act 1994
- Employee Code of Conduct
- Councillor Code of Conduct

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

- Meeting Conduct Policy
- Meeting Conduct Procedure
- Conflicts of Interest for Employees Policy
- Conflicts of Interest for Employees Procedure – Identifying, Disclosing, Managing and Monitoring

5. **Human Rights Commitment**

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. **Scope**

The Policy applies to all areas of Council operations that ~~have to administer Legislation and Local Laws, this includes compliance and enforcement component applications, approvals, assessment, licences, permits, routine inspections, investigations and enforcement.~~ This Policy applies a risk-based approach to ~~compliance and enforcement management~~ regulation to ensure resources are focussed on those matters posing the most significant risk to the community and environment. ~~This risk-based approach to regulation may be qualified/restricted where Council is required to conduct regulatory activities in a manner prescribed by. The only time a risk based approach cannot be considered is where legislation, and supporting statutory instruments and guidance, and court procedure and precedent precedent guiding materials set out that regulation must occur and/or that it occurs in a very particular way.~~

~~This approach is used for both proactive compliance activities and also in response to reports alleging unlawful activity (reactive compliance). Council will undertake compliance and enforcement action where appropriate in accordance with this Policy document.~~

7. **Roles and Responsibilities**

General

This policy applies to all Councillors and Council officers and is directly relevant to officers involved in the ~~administration~~ compliance and enforcement of Legislation and Local Laws.

Delegations from the Chief Executive Officer are required to officers to enable them to undertake ~~approvals, investigation, or compliance~~ and enforcement action.

Councillors and Officers have significant responsibilities and must ensure that they comply with the relevant Codes of Conduct and Council Policies and Procedures in the execution of their duties. In particular, they must manage any conflicts of interest.

The Chief Executive Officer shall have overall responsibility for Council's legislative compliance framework.

Role of Officers

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

All council officers have a responsibility to ensure that they remain abreast of Legislation and Local Laws which affect their area of work, ~~hold and have the appropriate delegations and authorisations, and exercise those delegations/authorisation in accordance with any conditions and/or legislative requirements applying to them.~~

The Executive Leadership Team are to ensure that adequate training and instruction is given to staff to ensure that legal obligations regarding their responsibilities are identified and met.

Managers must ensure that procedures and systems are established to support ~~compliance and enforcement~~regulation actions in accordance with this Policy.

Role of Councillors

~~Compliance and enforcement~~Regulation matters are sensitive and easily susceptible to allegations of impropriety, bias or inconsistency. In order to manage those risks, and be consistent with the Councillors' Code of Conduct and the Councillor – Staff Interaction Policy, Councillors are:

- Not to attend on-site meetings with Council staff, the complainants, or persons the subject of an investigation or enforcement action, or;
- Not to direct staff in relation to particular outcomes relating to investigations, enforcement options or actions.

Councillors can assist individuals who raise concerns with them by referring them to the relevant functional area so that the appropriate action can take place.

8. Key Stakeholders

~~In addition to Councillors,~~ the following Council Departments and Branches will be consulted during the review process:

- Planning and Regulatory Services Department
- Asset and Infrastructure Services Department
- Environment and Sustainability Department
- Community, Cultural and Economic Development Department
- Corporate Services Department
- ~~Legal and Governance~~ Branch

9. Monitoring and Evaluation

This policy is to be reviewed at least every two (2) years or sooner if necessary to accommodate changes in legislation.

10. Definitions

The following are the definitions of key terms in this Policy:

Council means the Ipswich City Council.

Councillor means a duly elected person of the Ipswich City Council.

Conflicts of Interest for Employees

Actual conflict of interest means there is a real conflict between the Council employee's official duties and their personal interests.

Potential conflict of interest means personal interests that could conflict with a Council

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.

Perceived conflict of interest means the public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.

Enforcement means a range of procedures and actions taken by Council to ensure that a person or organisation comply with their statutory obligations.

Public Interest means the interests of the community as a whole or a group within the community or individuals.

Regulation means the rules and what standards apply or what approvals may be required (eg minimum standards, permits, licences), and what happens to ensure they are complied with (enforcement).

Risk means a potential impact that may cause physical, financial, environmental or other harm resulting in loss of value of goods, loss of life or loss of amenity.

11. Policy Owner

The General Manager (Planning and Regulatory Services) is the policy owner and is responsible for the authoring and reviewing this policy.

City of Ipswich Regulation Policy

Collaboration Communication Integrity Efficiency Leadership

Version Control and Objective ID	Version No: 3	Objective ID: TBA
Adopted at Council Ordinary Meeting on	TBA	
Date of Review	TBA	

1. Statement

Regulation is necessary to achieve social, environmental, and economic objectives. The intent of regulation for Council is to protect the health, safety, amenity and environment of the community but Council also needs to consider that regulation isn’t deterring, inhibiting or prohibiting social, environmental and economic opportunities in the community.

This policy outlines Council’s strategic position on regulation and promotes understanding of the risk-based approach it intends to apply to regulatory activities, as well as the circumstances in which that risk-based approach may be restricted. The Policy is supported by detailed procedures that provide further guidance to staff.

The policy establishes a clear position for the exercise of Council’s powers in managing regulation including potential unlawful activity within Council’s jurisdiction. It provides practical guidance through it’s principles on how Council staff are to assess potential unlawful activity to determine if it requires further investigation, the courses of action available to Council for dealing with unlawful activity, how to decide whether enforcement action is warranted and, if so, the process to be used in deciding which type of enforcement action is appropriate in the circumstances.

2. Purpose and Principles

The purpose of the policy is to provide a risk-based approach to regulation through the following position statements:

Resource Optimisation: Council resources are directed towards higher-risk areas, ensuring that they are used where they are most needed and can have the greatest impact

Reduced Red Tape: Lower-risk activities face fewer regulatory requirements, reducing unnecessary administrative burdens and costs.

Improved Focus: Council will focus their efforts on significant risks, leading to more effective oversight and better protection of public interests

Flexibility and Adaptability: This approach allows for adjustments based on the evolving risk landscape, making regulation more responsive to new and emerging risks

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

Our regulatory activities, which includes enforcement will be guided and supported by the following principles:

- Providing clear guidelines and standards to the community of knowing when to apply, how to apply and how to comply
- Our decisions will be fair, reasonable, respectful and reliable
- Our responses will be consistent, efficient and proportionate to the risk
- Our decisions and actions will be informed by evidence
- We will be transparent, and accountable for our decisions and actions
- We will monitor, review and report on our effectiveness
- We will continue to improve the way we regulate
- We will engage to listen, learn and respond.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. Regulatory Authority

Section 28 of the **Local Government Act 2009** provides the power for local governments to make and enforce local laws that are necessary or convenient for the good rule and government of their local government area. In addition, regulatory powers and responsibilities are devolved to Council under a range of State legislation.

- *Local Government Act*
- *Local Government Regulations 2012*
- *Various State Acts and Regulations for matters eg Building, Environmental Protection, Food, Planning, and Public Health*
- *Public Sector Ethics Act 1994*
- Employee Code of Conduct
- Councillor Code of Conduct
- Meeting Conduct Policy
- Meeting Conduct Procedure
- Conflicts of Interest for Employees Policy
- Conflicts of Interest for Employees Procedure – Identifying, Disclosing, Managing and Monitoring

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

The Policy applies to all areas of Council operations that administer Legislation and Local Laws, this includes applications, approvals, assessment, licences, permits, routine inspections, investigations and enforcement. This Policy applies a risk-based approach to regulation to ensure resources are focussed on those matters posing the most significant risk to the community and environment. This risk-based approach to regulation may be restricted where Council is required to conduct regulatory activities in a manner prescribed by legislation, supporting statutory instruments and guidance, and court procedure and precedent.

7. Roles and Responsibilities

General

This policy applies to all Councillors and Council officers and is directly relevant to officers involved in the administration of Legislation and Local Laws.

Delegations from the Chief Executive Officer are required to officers to enable them to undertake approvals, investigation, and enforcement action.

Councillors and Officers have significant responsibilities and must ensure that they comply with the relevant Codes of Conduct and Council Policies and Procedures in the execution of their duties. In particular, they must manage any conflicts of interest.

The Chief Executive Officer shall have overall responsibility for Council's legislative compliance framework.

Role of Officers

All council officers have a responsibility to ensure that they remain abreast of Legislation and Local Laws which affect their area of work, hold appropriate delegations and authorisations, and exercise those delegations/authorisation in accordance with any conditions and/or legislative requirements applying to them. .

The Executive Leadership Team are to ensure that adequate training and instruction is given to staff to ensure that legal obligations regarding their responsibilities are identified and met.

Managers must ensure that procedures and systems are established to support regulation actions in accordance with this Policy.

Role of Councillors

Regulation matters are sensitive and easily susceptible to allegations of impropriety, bias or inconsistency. In order to manage those risks, and be consistent with the Councillors' Code of Conduct and the Councillor – Staff Interaction Policy, Councillors are:

- Not to attend on-site meetings with Council staff, the complainants, or persons the subject of an investigation or enforcement action, or;
- Not to direct staff in relation to particular outcomes relating to investigations, enforcement options or actions.

Doc ID No: A12463076

ITEM: 3
SUBJECT: LOCAL LAW REVIEW - PROPOSED COMMUNITY CONSULTATION
AUTHOR: PRINCIPAL OFFICER (GOVERNANCE)
DATE: 14 JANUARY 2026

EXECUTIVE SUMMARY

This is a report concerning the comprehensive local law review that forms part of the Strategic Regulation Project. The report provides information about the topics that initial community consultation will be undertaken on so that Council can consider that feedback before any drafting of new laws commences. All of the topics have a focus of making it easier for the community to understand if they need to apply, how to apply and/or how to comply with eight (8) of the 17 topics providing a reduction in red tape for the community. This initial community consultation will occur over 3-4 weeks commencing mid-late March.

RECOMMENDATION

That the report titled 'Local Law Review – Proposed Community Consultation', be received and the contents noted.

RELATED PARTIES

There are no known conflicts of interest at the time of writing.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

There are three (3) steps to the Strategic Regulation Project, with Step 3 being a **comprehensive local law review**. This report relates to the review and follows on from a report to the Regulation Advisory Committee on 30 October 2025 and subsequent workshop held with Councillors and staff in late November 2025. The objective of the workshop was to discuss the internal consultation to date and the approximately 39 topics that were proposed to progress in the local law review. The topics were categorised as follows:

- Reduction in up front regulation & red tape (enforcement can still occur)
- Remove all together from local laws (Council won't regulate at all)
- Increase in regulation or new items to include (matters Council does not currently regulate)

- Key policy changes/ Key inclusions (for matters Council already regulates either in a local law or with other legislation)
- Minor changes - required for clarity / ease of understanding; or updating conditions on existing permits etc

Councils are required by State Legislation to undertake community consultation as part of a formal local law making process once laws have been drafted. However, before drafting occurs, it would be good to get community feedback on topics where Council is making key policy changes, increasing/adding regulation, and reducing licence requirements/red tape.

Topics for Initial Consultation

This report is the outcome of the workshop in late November 2025 and provides the topics to progress to community consultation so that feedback can be considered by Council before determining if they should be included in the future drafting of new laws. There are 17 topics proposed. A summary can be seen in **Table 1**.

Table 1: Topics Proposed for initial community consultation

Topic (Alpha Order)	Summary of change
Busking & Touting/Spruiking	Reduction in red tape. Preapproved sites for busking.
Council Cemeteries	Streamlining requirements into one local law
Declared Traffic Areas and Off Street Regulated Parking	Updated traffic areas and off street regulated parking areas
Entertainment Venues	Reduction in red tape. Licence no longer required but conditions apply.
Events	A risk based approach to assist low and high risk events know how to apply and comply and includes provision for an Event Risk Assessment Framework.
Food Trucks and Roadside Vending	Reduction in red tape with preapproved sites for mobile food trucks.
Footpath (Outdoor) Dining on Council Land	Reduction in red tape. Licence no longer required but conditions apply.
Heavy Vehicle Parking in Residential Areas	Reduction in red tape. Permit no longer required but conditions apply.
Heavy Vehicle Parking on Roads	Ability to provide longer parking in industrial areas for heavy vehicles.
Individual Residential Building Sites – Containment Systems	Ability to provide clearer requirements to mitigate sediment and erosion, dust and waste risks.
Kennels and Catteries	Reduction in red tape. Licence no longer required but conditions apply.
Landscaping on Nature Strips	Reduction in red tape. Permit no longer required but conditions apply.
Not-For-Profit Services in Public Places	Ability to provide clearer guidance to assist with coordination of mobile NFP services on public land.
Public Swimming Pools – Wellness Pools	Clarification about wellness pools and conditions to comply with (no licence is required).
Roosters	Clarification about requirements for roosters in residential areas to assist in mitigating noise nuisances.

Special Entertainment Precinct – Ipswich Central	Creation of a special entertainment precinct to support increased live music and a vibrant Ipswich Central
Temporary Homes	Reduction of red tape and clarification of requirements to make the process easy to understand.

The topics will be presented on Shape Your Ipswich as a survey. For each topic, information is provided to assist the community understand more about it:

- What feedback has Council received?
- How does Council currently regulate this?
- What is it that Council may consider in new laws?
- How would the proposed affect current licence/permit holders?
- Followed by 2-3 Questions for feedback.

All of the topics have a focus of making it easier for the community to understand if they need to apply, how to apply and/or how to comply with eight (8) of the 17 topics providing a reduction in red tape.

The draft topics (and related content) for Shape Your Ipswich can be found in **Attachment 1. (Note: This content may continue to be reviewed/updated prior to consultation commencing.)**

Community Consultation Information

- The consultation period is proposed to commence in mid-late March for 3-4 weeks.
- The survey of 17 topics will be available on Shape Your Ipswich.
- Promotion of the consultation on Shape Your Ipswich will be done via:
 - Media Release
 - Council’s social media pages
 - Paid social media advertising
 - Advertisement in 2-3 local papers to ensure breadth of city is captured
 - Pop up sessions in libraries (Rosewood; Ipswich; Redbank Plains; Springfield; Karalee Library Pod) and Council’s 3 Community Centres
 - Direct mail to each licence and permit holder
 - Email notice to key stakeholder groups

Consultation outcomes and recommendations for a draft local law framework will be presented to a future Regulation Advisory Committee for consideration.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

The local law review will have policy implications however the specific implications will not be known until a later time.

RISK MANAGEMENT IMPLICATIONS

Risks will be managed and mitigated within the project's governance arrangements.

FINANCIAL/RESOURCE IMPLICATIONS

Most of the Strategic Regulation Project will be undertaken 'in house' with two (2) dedicated full-time equivalents (FTE). Anticipated whole of life costs for the Strategic Regulation Project are \$350k plus two (2) FTEs. The \$350k is for Step 3 (Local Law Review) and involves costs for external legal services, along with some advertising and promotion costs for consultation. The costs will be incurred during the 2025-2026 and 2026-2027 years.

COMMUNITY AND OTHER CONSULTATION

This report documents outcomes of internal consultation with Councillors and staff, with the focus on key topics to go out for initial community consultation.


CONCLUSION

This report provides information about the local law review topics that initial community consultation will be undertaken on so that Council can consider that feedback before any drafting of laws commences. The consultation period is proposed to commence mid-late March for 3-4 weeks. Consultation outcomes and recommendations for a draft local law framework will then be presented to a future Regulation Advisory Committee for consideration.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS
RECEIVE AND NOTE REPORT
The Recommendation states that the report be received and the contents noted. The decision to receive and note the report does not limit human rights. Therefore, the decision is compatible with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Draft Content - Shape Your Ipswich Survey - Key Topics for Initial Feedback ↓ 
----	---

Barbara Dart
PRINCIPAL OFFICER (GOVERNANCE)

I concur with the recommendations contained in this report.

Matt Smith
GENERAL MANAGER (CORPORATE SERVICES)

“Together, we proudly enhance the quality of life for our community”

