



City of  
**Ipswich**

**AGENDA**

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# **COUNCIL POST-ELECTION MEETING**

Thursday, 11 April 2024  
at 9.00 am

Council Chambers, Level 8  
1 Nicholas Street, Ipswich

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SONIA COOPER  
Chief Executive Officer

The purpose of the meeting is to consider:

1. 2024 Local Government Quadrennial Election Report
2. Appointment of Deputy Mayor
3. Meeting dates for Council Meetings
4. Councillor Members of the Audit and Risk Management Committee
5. Nomination of a District Representative to the LGAQ Policy Executive
6. Appointment of Chairpersons and Deputy Chairpersons of the City of Ipswich Local Disaster Management Group and Local Recovery and Resilience Group
7. Councillor Representation on the Ipswich Rivers Improvement Trust and the Darling-Downs Moreton Rabbit Board

**BUSINESS**

- 1. OPENING OF MEETING:
- 2. WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY:
- 3. OPENING PRAYER:
- 4. APOLOGIES AND LEAVE OF ABSENCE:
- 5. DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA:
- 6. OFFICERS' REPORTS:
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  - 6.5 Nomination of a District Representative to the LGAQ Policy  
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of Ipswich Local Disaster Management Group and Local Recovery  
and Resilience Group ..... 41
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and the Darling-Downs Moreton Rabbit Board ..... 45

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Doc ID No: A9964670

ITEM: 6.1  
SUBJECT: 2024 LOCAL GOVERNMENT QUADRENNIAL ELECTION REPORT  
AUTHOR: MANAGER, EXECUTIVE SERVICES  
DATE: 9 APRIL 2024

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### **EXECUTIVE SUMMARY**

This is a report concerning the results of the 2024 Local Government Quadrennial Elections.

### **RECOMMENDATION/S**

**That the report titled '2024 Local Government Quadrennial Election Report' by the Manager, Executive Services be received and the contents noted.**

### **RELATED PARTIES**

There are no related parties.

### **IFUTURE THEME**

A Trusted and Leading Organisation

### **PURPOSE OF REPORT/BACKGROUND**

The Ipswich City Council 2024 local government quadrennial elections were held on Saturday 16 March 2024.

The Electoral Commissioner of Queensland declared the result of the elections by publication of the Notice of Election Results in accordance with section 100 of the *Local Government Electoral Act 2011*. These notices are included as attachments to this report.

The publication of the Notices of Election Results concluded the 2024 election.

The following persons were declared duly elected to the office of Mayor and Councillors of Ipswich City Council.

- Mayor – Teresa Jane Harding
- Division 1 – Jacob Gordon Madsen
- Division 1 – Pye Augustine

- Division 2 – Paul Gregory Tully
- Division 2 – Nicole Kay Jonic
- Division 3 – Marnie Louise Doyle
- Division 3 – Andrew Francis Antonioli
- Division 4 – David William Cullen
- Division 4 – James Edward Madden

The Mayor and other Councillors made their declarations of office at a ceremony held in the evening of Tuesday 2 April 2024.

### **LEGAL IMPLICATIONS**

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

*Local Government Act 2009*

*Local Government Regulation 2012*

### **POLICY IMPLICATIONS**

There are no policy implications relating to this report.

### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications relating to this report.

### **FINANCIAL/RESOURCE IMPLICATIONS**

There are no financial or resource implications relating to this report.

### **COMMUNITY AND OTHER CONSULTATION**

The contents of this report did not require community or other consultation.

### **CONCLUSION**






The 2024 local government quadrennial elections have concluded with the results officially declared by the Electoral Commissioner of Queensland.

### **HUMAN RIGHTS IMPLICATIONS**

HUMAN RIGHTS IMPACTS
<b>RECEIVE AND NOTE REPORT</b>
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.

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**ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS**

1.	Notice of Election Results - Mayor <a href="#">↓</a> 
2.	Notice of Election Results - Division 1 <a href="#">↓</a> 
3.	Notice of Election Results - Division 2 <a href="#">↓</a> 
4.	Notice of Election Results - Division 3 <a href="#">↓</a> 
5.	Notice of Election Results - Division 4 <a href="#">↓</a> 

Wade Wilson

**MANAGER, EXECUTIVE SERVICES**

I concur with the recommendations contained in this report.

Sonia Cooper

**CHIEF EXECUTIVE OFFICER**

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NOTICE OF ELECTION RESULTS  
2024 Local Government Elections  
Ipswich City  
Saturday, 16 March 2024



The local government quadrennial elections were held on Saturday, 16 March 2024.

In accordance with section 100 of the *Local Government Electoral Act 2011*, this notice advises that the following person(s) has been duly elected for Ipswich City.

POSITION	FULL NAME OF ELECTED CANDIDATE	DECLARATION DATE
MAYOR	HARDING, Teresa Jane	28 Mar 2024

Pat Vidgen  
Electoral Commissioner



NOTICE OF ELECTION RESULTS  
2024 Local Government Elections  
Ipswich City Division 1  
Saturday, 16 March 2024



The local government quadrennial elections were held on Saturday, 16 March 2024.

In accordance with section 100 of the *Local Government Electoral Act 2011*, this notice advises that the following person(s) has been duly elected for Ipswich City Division 1.

POSITION	FULL NAME OF ELECTED CANDIDATE	DECLARATION DATE
COUNCILLOR	MADSEN, Jacob Gordon	27 Mar 2024
COUNCILLOR	AUGUSTINE, Pye	27 Mar 2024

Pat Vidgen  
Electoral Commissioner

NOTICE OF ELECTION RESULTS  
2024 Local Government Elections  
Ipswich City Division 2  
Saturday, 16 March 2024



The local government quadrennial elections were held on Saturday, 16 March 2024.

In accordance with section 100 of the *Local Government Electoral Act 2011*, this notice advises that the following person(s) has been duly elected for Ipswich City Division 2.

POSITION	FULL NAME OF ELECTED CANDIDATE	DECLARATION DATE
COUNCILLOR	TULLY, Paul Gregory	27 Mar 2024
COUNCILLOR	JONIC, Nicole Kay	27 Mar 2024

Pat Vidgen  
Electoral Commissioner

NOTICE OF ELECTION RESULTS  
2024 Local Government Elections  
Ipswich City Division 3  
Saturday, 16 March 2024



The local government quadrennial elections were held on Saturday, 16 March 2024.

In accordance with section 100 of the *Local Government Electoral Act 2011*, this notice advises that the following person(s) has been duly elected for Ipswich City Division 3.

POSITION	FULL NAME OF ELECTED CANDIDATE	DECLARATION DATE
COUNCILLOR	DOYLE, Marnie Louise	27 Mar 2024
COUNCILLOR	ANTONIOLLI, Andrew Francis	27 Mar 2024

Pat Vidgen  
Electoral Commissioner

NOTICE OF ELECTION RESULTS  
2024 Local Government Elections  
Ipswich City Division 4  
Saturday, 16 March 2024



The local government quadrennial elections were held on Saturday, 16 March 2024.

In accordance with section 100 of the *Local Government Electoral Act 2011*, this notice advises that the following person(s) has been duly elected for Ipswich City Division 4.

POSITION	FULL NAME OF ELECTED CANDIDATE	DECLARATION DATE
COUNCILLOR	CULLEN, David William	27 Mar 2024
COUNCILLOR	MADDEN, James Edward	27 Mar 2024

Pat Vidgen  
Electoral Commissioner

Doc ID No: A9964624

ITEM: 6.2  
SUBJECT: APPOINTMENT OF DEPUTY MAYOR  
AUTHOR: MANAGER, EXECUTIVE SERVICES  
DATE: 9 APRIL 2024

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### **EXECUTIVE SUMMARY**

This is a report concerning the appointment of the Deputy Mayor of Ipswich City Council.

### **RECOMMENDATION/S**

**That Council appoint one of its Councillors as Deputy Mayor.**

### **RELATED PARTIES**

There are no conflicts of interest.

### **IFUTURE THEME**

A Trusted and Leading Organisation

### **PURPOSE OF REPORT/BACKGROUND**

Section 175 of the *Local Government Act 2009* requires a local government to appoint, by resolution, a Deputy Mayor from its Councillors (other than the Mayor) at the post-election meeting.

During the 2020-2024 term of Council, the position of Deputy Mayor was elected after each 12-month period. Councillors Marnie Doyle, Nicole Jonic, Jacob Madsen and Russell Milligan were each appointed during the previous term for a period of 12 months each.

Council may appoint a Deputy Mayor for the full 2024-2028 term of Council, or part thereof as desired.

### **LEGAL IMPLICATIONS**

This report and its recommendations are consistent with the following legislative provisions:  
*Local Government Act 2009*  
*Local Government Regulation 2012*

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**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Failure to appoint a Deputy Mayor at the post-election meeting would be a contravention of Section 175 of the *Local Government Act 2009*.

**FINANCIAL/RESOURCE IMPLICATIONS**

Nil

**COMMUNITY AND OTHER CONSULTATION**

The appointment of a Deputy Mayor is a legislative requirement which does not require consultation with the community or other parties.

**CONCLUSION**

As the appointment of Deputy Mayor is legislatively required to occur at the post-election meeting, determination of this matter is sought from Council.

**HUMAN RIGHTS IMPLICATIONS**

HUMAN RIGHTS IMPACTS
<b>NON-DISCRETIONARY DECISION</b>
The recommendation states ‘That Council appoint one of its Councillors as Deputy Mayor’. Council has no ability to act differently/make a different decision because of section 175 of the <i>Local Government Act 2009</i> that requires Council to appoint a Deputy Mayor. Therefore, Council’s decision will not be unlawful under the <i>Human Rights Act 2019</i> .

Wade Wilson

**MANAGER, EXECUTIVE SERVICES**

I concur with the recommendations contained in this report.

Sonia Cooper

**CHIEF EXECUTIVE OFFICER**

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Doc ID No: A10058648

ITEM: 6.3  
SUBJECT: MEETING DATES FOR COUNCIL MEETINGS  
AUTHOR: MEETINGS COORDINATION MANAGER  
DATE: 8 APRIL 2024

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### EXECUTIVE SUMMARY

This is a report concerning proposed dates for Council Ordinary Meetings for the remainder of the 2024 calendar year and January 2025.

### RECOMMENDATION/S

- A. That in accordance with section 256 of the *Local Government Regulation 2012*, the Council Ordinary Meeting dates and times be adopted as detailed in the table below:**

MEETING	MEETING DAY AND TIME	MEETING DATES
Council Ordinary Meeting  *includes Special meeting for adoption of the annual plan and budget commencing at 9.00 am and Ordinary Meeting commencing at 1.00 pm	Thursday, 9.00 am	23 May 2024 20 June 2024* 25 July 2024 22 August 2024 12 September 2024 24 October 2024 28 November 2024 12 December 2024 30 January 2025

- B. That the Chief Executive Officer, in consultation with the Mayor, Deputy Mayor and all Councillors, be authorised to amend the Council meeting dates, if required, with notification of any amendment in accordance with section 254B(4) of the *Local Government Regulation 2012*.**
- C. That in accordance with Section 254K of the *Local Government Regulation 2012*, and where reasonable notice is provided to the meetings clerk, Councillors be permitted to take part in any meeting of the Local Government that they are a member of by audio link or audio-visual link.**

### RELATED PARTIES

Nil

## **IFUTURE THEME**

A Trusted and Leading Organisation

## **PURPOSE OF REPORT/BACKGROUND**

Section 256 of the *Local Government Regulation 2012* requires Council at its first meeting to consider the date and time for holding other meetings.

During the previous council term (2020-2024) Council's sitting day for Ordinary Meetings was generally on Thursday at 9.00 am with committee meetings meeting generally two weeks prior on a Thursday also commencing at 9.00 am.

This report only deals with Council meetings and any committee meeting structure will be the subject of a future report to Council.

In relation to attendance at meetings via audio-link or audio-visual link, there is no requirement for this to be a formal decision of the Council for each attendance. Section 254K of the *Local Government Regulation 2012* states that a local government may allow a person to take part in the meeting via audio-link or audio-visual link.

The option proposed is for Council meetings to be held generally on the fourth Thursday of the month.

## **LEGAL IMPLICATIONS**

This report and its recommendations are consistent with the following legislative provisions:  
*Local Government Act 2009*  
*Local Government Regulation 2012*

- Section 257(1) of the *Local Government Regulation 2012* states that a local government must meet at least once in each month.
- Section 256 of the *Local Government Regulation 2012* states that the local government must set the time and date of future Council meetings at the post-election meeting.

## **POLICY IMPLICATIONS**

Nil to report

## **RISK MANAGEMENT IMPLICATIONS**

The Local Government Regulation states that a local government must meet at least once in each month and must set the time and date of future Council meetings at the post-election meeting.

## **FINANCIAL/RESOURCE IMPLICATIONS**

There is little difference in the cost to Council for this option. There is more administrative cost the greater number of committees there is to be serviced.



**COMMUNITY AND OTHER CONSULTATION**

There has been no community engagement on this issue.

**CONCLUSION**

In order to meet its legislative commitments, the Council must set a date and time of future meetings.

**HUMAN RIGHTS IMPLICATIONS**

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Meeting dates for future Council meetings
(b) What human rights are affected?	Nil
(c) How are the human rights limited?	Nil
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Nil
(e) Conclusion	The decision is consistent with human rights.

Vicki Lukritz  
**MEETINGS COORDINATION MANAGER**

I concur with the recommendations contained in this report.

Wade Wilson  
**MANAGER, EXECUTIVE SERVICES**

I concur with the recommendations contained in this report.

Sonia Cooper  
**CHIEF EXECUTIVE OFFICER**

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Doc ID No: A9972167

ITEM: 6.4  
SUBJECT: COUNCILLOR MEMBERS OF THE AUDIT AND RISK MANAGEMENT COMMITTEE  
AUTHOR: MANAGER, EXECUTIVE SERVICES  
DATE: 11 MARCH 2024

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### EXECUTIVE SUMMARY

This is a report concerning Councillor membership of the Ipswich City Council Audit and Risk Management Committee.

Section 210 of the *Local Government Regulation 2012* sets out the requirements of audit committee composition. The audit committee of a local government must consist of at least three (3) and no more than six (6) members and one (1) but no more than two (2) councillors appointed by the local government.

Council has a Charter for the Audit and Risk Management Committee (Attachment 1).

### RECOMMENDATION/S

- A. That Council appoint one (1) and not more than two (2) Councillors as members of the Audit and Risk Management Committee.**
- B. That in accordance with section 8.1.2 of the Audit and Risk Management Committee Charter, detailed in Attachment 1, the two (2) councillor members be appointed for a term of four years until March 2028.**

### RELATED PARTIES

Proposed members are to confirm that there are no conflicts of interest or ethical and other reasons that could bring Council into disrepute and that prevents them from serving on the Audit and Risk Management Committee.

The adopted Charter indicates:

#### 7. ETHICAL PRACTICES

- 7.1 The Committee members will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity, probity and not engage knowingly in acts or activities that have the potential to bring discredit to Council.
- 7.2 The Committee members must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must

at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Committee members must not use Council information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of Council.

- 7.3 The Committee members must not publicly comment on matters relative to activities of the Committee other than as authorised by Council.
- 7.4 Members who become aware of a conflict of interest or issues which may affect their objectivity on matters raised within the Committee should advise the Chairperson immediately. Should the Chairperson experience such a conflict he/she is to advise the Chief Executive Officer.

## **IFUTURE THEME**

The Audit and Risk Management Committee's aim is to achieve the objectives of the whole organisation and therefore this policy relates to providing oversight of the systems, processes and controls that contribute to:

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

## **PURPOSE OF REPORT/BACKGROUND**

The Audit and Risk Management Committee Charter was adopted by Council on 7 December 2023 and governs the way the Audit and Risk Management committee is operated.

As outlined in the Charter the purpose and principles are:

### **2. PURPOSE AND PRINCIPLES**

The Committee acts as an independent, oversight, assurance and advisory service to Council in the effective discharge of its responsibilities prescribed in the Local Government Act, the Local Government Regulation and other relevant legislation and prescribed requirements by providing oversight, monitoring and reviewing:

- The governance structure.
- Values and ethics.
- The integrity of financial documents, management and public accountability reports.
- The internal audit and corrupt conduct investigation's branch activities.
- Legislative compliance.
- External audit.
- Risk management.
- Internal control including fraud.
- Management action plans.
- Assurance providers.
- Performance reporting.

The Committee can provide recommendations to Council and management about any matters that it considers needs action or improvement. These terms of reference set the principles and standards for the Audit and Risk Management Committee to:

- 2.1 Enhance the ability of members to fulfil their legal responsibilities.
- 2.2 Add to the credibility and objectivity of financial reports.
- 2.3 Enhance the independence and effectiveness of the Council's Internal Audit Branch.
- 2.4 Oversee the application of appropriate accounting and disclosure policies and procedures.
- 2.5 Monitor existing corporate policies and recommend new corporate policies that aim to prohibit unethical, questionable or illegal activities.
- 2.6 Provide a communication link between management, internal auditors/external auditors and Council.
- 2.7 Promote the need for public accountability of managers to Council, the ratepayers and other interested parties.
- 2.8 Support measures to improve governance, risk and internal controls.

As outlined in the Charter the composition and membership is as follows:

## 8. COMPOSITION AND MEMBERSHIP

- 8.1 The Committee will be composed of five members, including the Chairperson, as follows:
  - 8.1.1 Three independent external members\* will be chosen and appointed by Council to ensure impartiality and an appropriate mix of skills.
  - 8.1.2 Two Councillors on a rotational basis with a four-year term. If re-elected can serve another four-year term.
  - 8.1.3 When selecting an external independent member, Council must have regard to that person having a strong business, accounting, legal or similar background to provide additional expertise to Council.
  - 8.1.4 Independent external members will also need a high level understanding of internal controls, risk management, corporate governance and a sound knowledge of information systems and related technology.
  - 8.1.5 No additional paid professional work may be performed for Council during the period of appointment to the Audit and Risk Management Committee.
  - 8.1.6 The term of an independent external member shall be four years and Council may approve a further extension of four years to that term.
  - 8.1.7 As provided by Section 210(1) of the Local Government Regulation Council will appoint one of the external independent members of its Audit and Risk Management Committee to be Chairperson.
- 8.2 The Committee has the ability to co-opt any persons as advisers, from time to time for a particular period. No remuneration will apply to these advisers.
- 8.3 The External Auditor, Advisers and Ex Officio members are non-voting observers.
- 8.4 The Chief Executive Officer, the General Manager Corporate Services, the Chief Audit Executive the Governance Manager and the Risk Management Coordinator should attend all meetings as Ex Officio observers but have no voting rights.

- 8.5 Other Council officers may attend meetings as required by invitation of the Committee.
- 8.6 The membership of the Committee may be reviewed during the life of the Committee but will be reviewed following the completion of each general local government election.

The current external members of the Audit and Risk Management Committee are as follows:

- Robert Jones (Chairperson and External Member);
- Martin Power (External Member); and
- Dr Annette Quayle (External Member).

During the previous council term, Councillors Jonic and Doyle were initially appointed. Councillor Kunzelmann was appointed after Councillor Jonic's motion that Councillor Kunzelmann instead be appointed was resolved by Council on 27 August 2020. Councillors Doyle and Kunzelmann served on the Committee through until March 2024.

### **LEGAL IMPLICATIONS**

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

*Local Government Act 2009*

*Local Government Regulation 2012*

*Crime and Corruption Act 2001*

*Audit and Risk Management Committee Charter*

### **POLICY IMPLICATIONS**

There are no policy implications associated with this report.

### **RISK MANAGEMENT IMPLICATIONS**

A strong well-functioning Audit and Risk Management Committee is of utmost importance to ensure an oversight to Council's risk management processes. It is important to select members of high standing to minimise the risk of reputational damage to Council and as a consequence its effectiveness in serving the community.

### **FINANCIAL/RESOURCE IMPLICATIONS**

There are no financial or resource implications associated with this report as Councillors do not qualify for additional remuneration for serving on the Audit and Risk Management Committee.

### **COMMUNITY AND OTHER CONSULTATION**

The Chief Audit Executive and General Manager, Corporate Services have been consulted in the preparation of this report.


## CONCLUSION

Section 8.1.2 of Council’s Audit and Risk Management Committee Charter stipulates that two (2) councillors be appointed to the Audit and Risk Management Committee. Council is seeking councillor nominations for the 2024-2028 term.

## HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS
<b>NON-DISCRETIONARY DECISION</b>
Recommendation A states that Council appoint two Councillors as members of the Audit and Risk Management Committee. Council has no ability to act differently/make a different decision because section 105 of the <i>Local Government Act 2009</i> requires Council to establish and Audit Committee. Therefore, while the proposed decision may not be compatible with human rights Council’s decision will not be unlawful under the <i>Human Rights Act 2019</i> .

## ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Audit and Risk Management Committee Charter <a href="#">↓</a> 
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Wade Wilson

**MANAGER, EXECUTIVE SERVICES**

I concur with the recommendations contained in this report.

Sonia Cooper

**CHIEF EXECUTIVE OFFICER**

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IPSWICH CITY COUNCIL

## Audit and Risk Management Committee Charter

<b>Previous Version approved</b>	Council Ordinary Meeting of 9 December 2021	
<b>Current Version and Objective ID</b>	Version No: 3	Objective ID: A9689561
<b>New Version Approved by Council on</b>	Council Ordinary Meeting of 7 December 2023	
<b>Date of Next Review</b>	30 November 2025	

### 1. STATEMENT

The Local Government Act requires that each large local government must establish an audit committee. The Charter defines the role, responsibilities, composition and guidelines of the Audit and Risk Management Committee (the Committee) within Council. The Committee is to provide an oversight, advisory and assurance role only and does not have any delegated responsibility or management functions within Council.

### 2. PURPOSE AND PRINCIPLES

The Committee acts as an independent, oversight, assurance and advisory service to Council in the effective discharge of its responsibilities prescribed in the Local Government Act, the Local Government Regulation and other relevant legislation and prescribed requirements by providing oversight, monitoring and reviewing:

- The governance structure.
- Values and ethics.
- The integrity of financial documents, management and public accountability reports.
- The internal audit and corrupt conduct investigation's branch activities.
- Legislative compliance.
- External audit.
- Risk management.
- Internal control including fraud.
- Management action plans.
- Assurance providers.
- Performance reporting.

The Committee can provide recommendations to Council and management about any matters that it considers needs action or improvement. These terms of reference set the principles and standards for the Audit and Risk Management Committee to:

- 2.1 Enhance the ability of members to fulfil their legal responsibilities.
- 2.2 Add to the credibility and objectivity of financial reports.
- 2.3 Enhance the independence and effectiveness of the Council's Internal Audit Branch.
- 2.4 Oversee the application of appropriate accounting and disclosure policies and procedures.
- 2.5 Monitor existing corporate policies and recommend new corporate policies that aim to prohibit unethical, questionable or illegal activities.



**IPSWICH CITY COUNCIL | Audit and Risk Management Committee Charter**

- 2.6 Provide a communication link between management, internal auditors/external auditors and Council.
- 2.7 Promote the need for public accountability of managers to Council, the ratepayers and other interested parties.
- 2.8 Support measures to improve governance, risk and internal controls.

**3. STRATEGIC PLAN LINKS**

The Audit and Risk Management Committee's aim is to achieve the objectives of the whole organisation and therefore this charter relates to providing oversight of the systems, processes and controls that contribute to the following identified themes as contained in the iFuture 2021-2026 Corporate Plan:

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

**4. REGULATORY AUTHORITY**

Local Government Act 2009

Local Government Regulation 2012

Crime and Corruption Act 2001

**5. AUTHORITY, INDEPENDENCE AND ACCESS**

- 5.1. In discharging its responsibilities the Audit and Risk Management Committee has the authority to:
  - 5.1.1 Conduct or request investigations into matters within its scope of responsibility and in accordance with the Local Government Act.
  - 5.1.2 Access information, records and personnel of the Council for such purpose.
  - 5.1.3 Request the attendance of any employee, including executive staff, at committee meetings.
  - 5.1.4 Conduct and minute meetings with the Council's internal and external auditors and risk manager as necessary.
  - 5.1.5 Seek advice from external parties to meet its responsibilities, as necessary provided that Council approval will be required prior to committing to any expenditure required in seeking that advice.
- 5.2 The Committee will need to liaise closely with management and internal and external auditors to carry out its responsibilities. Whilst the primary responsibility for financial and other reporting, risk, internal control and compliance with laws, regulations and ethics within Council rests with management, the Audit and Risk Management Committee should exercise an oversight, monitoring and review role.
- 5.3 The Committee will have unrestricted access to all information it deems necessary, including documents and officials, and have adequate resources in order to fulfil its oversight responsibilities.





IPSWICH CITY COUNCIL | Audit and Risk Management Committee Charter

## 6. CONFIDENTIALITY

The Committee members are responsible and accountable for maintaining the confidentiality of the information they receive during the conduct of their function and should comply with the Code of Conduct.

## 7. ETHICAL PRACTICES

- 7.1 The Committee members will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity, probity and not engage knowingly in acts or activities that have the potential to bring discredit to Council.
- 7.2 The Committee members must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Committee members must not use Council information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of Council.
- 7.3 The Committee members must not publicly comment on matters relative to activities of the Committee other than as authorised by Council.
- 7.4 Members who become aware of a conflict of interest or issues which may affect their objectivity on matters raised within the Committee should advise the Chairperson immediately. Should the Chairperson experience such a conflict he/she is to advise the Chief Executive Officer.

## 8. COMPOSITION AND MEMBERSHIP

- 8.1 The Committee will be composed of five members, including the Chairperson, as follows:
  - 8.1.1 Three independent external members\* will be chosen and appointed by Council to ensure impartiality and an appropriate mix of skills.
  - 8.1.2 Two Councillors on a rotational basis with a four year term. If re-elected can serve another one four year term.
  - 8.1.3 When selecting an external independent member, Council must have regard to that person having a strong business, accounting, legal or similar background to provide additional expertise to Council.
  - 8.1.4 Independent external members will also need a high level understanding of internal controls, risk management, corporate governance and a sound knowledge of information systems and related technology.
  - 8.1.5 No additional paid professional work may be performed for Council during the period of appointment to the Audit and Risk Management Committee.
  - 8.1.6 The term of an independent external member shall be four years and Council may approve a further extension of four years to that term.
  - 8.1.7 As provided by Section 210(1) of the Local Government Regulation Council will appoint one of the external independent members of its Audit and Risk Management Committee to be Chairperson.
- 8.2 The Committee has the ability to co-opt any persons as advisers, from time to time for a particular period. No remuneration will apply to these advisers.
- 8.3 The External Auditor, Advisers and Ex Officio members are non-voting observers.
- 8.4 The Chief Executive Officer, the General Manager Corporate Services, the Chief Audit



**IPSWICH CITY COUNCIL | Audit and Risk Management Committee Charter**

Executive the Governance Manager and the Risk Management Coordinator should attend all meetings as Ex Officio observers but have no voting rights.

- 8.5 Other Council officers may attend meetings as required by invitation of the Committee.
- 8.6 The membership of the Committee may be reviewed during the life of the Committee but will be reviewed following the completion of each general local government election.

## **9. ROLES AND RESPONSIBILITIES**

In accordance with the principles, for an Audit Committee set out in the Act, the Regulation and accepted best practice, the duties and responsibilities of the Committee are as follows:

### **9.1. External Audit**

- 9.1.1 Oversee Council compliance with the Local Government Act and other relevant legislation requirements for financial reporting.
- 9.1.2 Review the scope of the audit activities with the external auditors and provide input and feedback on the external auditor's proposed audit strategy and audit plan including financial statements, and consult on audit fees for the year.
- 9.1.3 Review of effectiveness of the annual audit, to ascertain whether emphasis is being placed on areas where the Committee, management or the auditors believe special attention is necessary.
- 9.1.4 Review the findings and recommendations of external audit, management responses to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented in effectively addressing control deficiencies.

### **9.2. Internal Audit**

- 9.2.1 Review the internal audit's charter, resources and budget such that this charter maintains and enforces internal audit's independence from management.
- 9.2.2 Ascertain that the activities undertaken by the Internal Audit Branch are in accordance with the Internal Audit Branch Charter and the International Standards for the Professional Practice of Internal Auditing.
- 9.2.3 Monitor whether the Internal Audit Branch is receiving the co-operation of all levels of management; and in light of its functions and activities, is viewed as a highly regarded function of Council.
- 9.2.4 Review the planning and scope of internal audit activities and assess the resultant recommendations and findings.
- 9.2.5 Assess whether all significant recommendations of the Internal Audit Branch have been properly implemented by management in effectively addressing control deficiencies. Any reservations the Internal Audit Branch may have about control risk, and accounting and disclosure practices should be discussed by the Committee.
- 9.2.6 Review the Internal Audit Plan to assess that it covers the key risks of the Council.
- 9.2.7 Monitor the extent of reliance on internal audit work by the external auditors to facilitate completeness of coverage and the effective use of audit resources.
- 9.2.8 The Audit and Risk Management Committee will assume joint responsibility with the CEO in the appointment and dismissal of the Chief Audit Executive.
- 9.2.9 Review and monitor the quality, effectiveness and objectivity of internal audit.
- 9.2.10 The Audit and Risk Management Committee's responsibilities do not extend to



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the administration of day-to-day activities of Internal Audit Branch. This is a function which is carried out by the CEO.

**9.3. Financial Statements**

- 9.3.1 Review the appropriateness of accounting policies adopted by Council and ensure the accounting policies adopted are relevant to Council and its specific circumstances.
- 9.3.2 Review the appropriateness of significant assumptions and judgments made by management particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements.
- 9.3.3 Review the financial statements for compliance with prescribed accounting and other requirements.
- 9.3.4 Review, with management and the external auditors, the results of the external audit and any significant issues identified.
- 9.3.5 Analyse the Council's financial performance and financial position and seek explanation for significant trends or variations from budget or forecasts.
- 9.3.6 Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management.
- 9.3.7 Recommend approval of the Financial Statements (including sustainability ratios) to the CEO and Mayor.
- 9.3.8 Review the final draft financial statements prior to its approval by Council, taking on board any external audit comments. In particular the review should focus on but not limited to:
  - (i) significant changes in accounting policies and practices
  - (ii) major judgmental areas
  - (iii) significant audit adjustments
  - (iv) proposed departures from accounting standards

**9.4 Risk Management**

- 9.4.1 Provide oversight of the embedding of risk culture in policy setting, projects, programs and operating activities.
- 9.4.2 Review the risk management framework for identifying, escalating, monitoring and managing significant enterprise risks, including fraud.
- 9.4.3 Assess the impact of the Council's risk management framework on its control environment and satisfy itself that the insurance arrangements are appropriate.
- 9.4.4 Assess and contribute to the audit planning processes relating to the risks and threats to Council.
- 9.4.5 Determine whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.
- 9.4.6 Monitor whether the risk management framework/program is receiving support from all levels of management.

**9.5 Fraud and Corruption Control**

- 9.5.1 Review the process of developing and implementing the Council's fraud control arrangements and satisfy itself that Council has appropriate processes and systems in place to identify fraud and corruption risks as well as to detect, capture and effectively respond to fraud-related information.



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9.5.2 Review reports on fraud that outline any identified allegations of fraud, the status of any ongoing investigations and any changes to identified fraud risk in Council.

**9.6 Internal Control Framework**

9.6.1 Provide oversight of the adequacy of management review of the internal control environment, structure and systems, including information technology security and control.

9.6.2 Provide oversight whether management is maintaining up-to-date, relevant policies and procedures and is in compliance, including those for the management and exercise of delegations.

9.6.3 Report any significant control deficiencies to Council.

**9.7 Compliance**

9.7.1 Determine whether management has considered legal and compliance risks as part of Council's risk assessment and management arrangements.

9.7.2 Review the effectiveness of the system for monitoring Council's compliance with relevant laws, regulations and policies including statutory regulations for any subsidiaries of Council.

9.7.3 Review the findings of any examinations by regulatory agencies, and any auditor observations.

9.7.4 Review the Council's Code of Conduct and recommend changes as appropriate.

9.7.5 Review policies and procedures relating to conflict of interest, misconduct, fraud and other related sensitive issues.

**9.8 Other Matters**

9.8.1 Determine whether Council is receiving reliable and timely management information.

9.8.2 Review the proposed Annual Report of Council.

9.8.3 Recommend special projects or investigations on any matter within its terms of reference.

9.8.4 Consider any governance issues that arise out of the performance assessment of the Chief Executive Officer and General Managers.

**10. MEETINGS, RECORDS AND REPORTING STRUCTURE**

10.1 The Committee shall meet at least four times a year. The CEO with the Audit and Risk Management Committee's agreement will set the date, time and place for the meetings. Before setting the date, time and place for a Committee meeting, the CEO must, if practicable, consult with the Chairperson of the Committee. In addition, the CEO will call a meeting if requested to do so by any Committee member, or the internal or external auditors.

10.2 A quorum shall consist of three members, including two independent members. If there is a split vote by members on a resolution the Chairperson at the meeting may exercise a casting vote on the resolution.

10.3 The external auditors shall be given notice of all meetings and sent an agenda. The external auditors shall have the right to attend and speak.

10.4 The Committee Section shall prepare an agenda supported by necessary explanatory documentation and circulate it to the Audit and Risk Management Committee members, any other Council officer requested to attend and the external auditors, if practicable at least five (5) days before the day of the meeting. All others Councilors will



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have a standing invite to attend the Committee.

- 10.5 The Committee Section will provide secretarial functions to the meetings and prepare a Report of each meeting which will be provided to Audit and Risk Management Committee members and permanent attendees one week after the meeting, at the latest.
- 10.6 The Report of the Audit and Risk Management Committee meeting will be presented to the next meeting of the Council for its consideration.
- 10.7 The Committee Branch will provide relevant extracts of the Report, upon its adoption by Council, to relevant officers for information and action.
- 10.8 The Audit and Risk Management Committee may hold periodic private 'in camera'<sup>1</sup> meetings with the Chief Audit Executive and/or external audit without senior management being present through a formal process and included in the annual Audit and Risk Management Committee planner.

**11. EDUCATION AND INDUCTION OF MEMBERS**

- 11.1 New members to the Committee will be provided with induction material on their appointment to assist them to meet their Committee responsibilities to allow the members familiarise themselves with the environment and to facilitate their understanding of its principal operations and activities, corporate practices and culture.
- 11.2 Presentations to the Committee will be provided on key issues in Council such as transformation programs, strategic planning, legislative directions, procurement compliance and performance, governance success, information communications and related technology status, growth and development of the city, financial sustainability, infrastructure adequacy, asset management etc.

**12 MONITORING AND SELF EVALUATION**

- 12.1 At least biennially, the Audit and Risk Management Committee will assess the performance and achievements of the Committee for the previous period and ensure that it is meeting its objectives efficiently and effectively.
- 12.2 Confirm biennially that all responsibilities outlined in this charter have been carried out.
- 12.3 Where this evaluation highlights a need for enhancements to the role, operational processes or membership of the Committee, the Chairperson should take action to ensure such enhancements are implemented.

**13 REVIEW OF THE CHARTER**

- 13.1 This Charter will be reviewed every two years by the committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities.


**14 APPROVAL OF THE CHARTER**

- 14.1 The Charter is endorsed by the Chair of the Committee and approved by Council.

**15. DEFINITIONS**

**Accountability**

The obligation of an individual or organization to account for its activities, accept responsibility for them, and to disclose the results in a transparent manner.



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**Add Value**

The internal audit activity adds value to the organization (and its stakeholders) when it provides objective and relevant assurance, and contributes to the effectiveness and efficiency of governance, risk management, and control processes.

**Adequate Control**

Present if management has planned and organized (designed) in a manner that provides reasonable assurance that the organization's risks have been managed effectively and that the organization's goals and objectives will be achieved efficiently and economically.

**Assurance Services**

An objective examination of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization. Examples may include financial, performance, compliance, system security, and due diligence engagements.

**Corrupt Conduct**

Under the *Crime and Corruption Act 2001*, there are now two different types of corrupt conduct.

"Type A" corrupt conduct involves conduct that affects, or could affect, a public officer (an employee of a public sector agency) so that the performance of their functions or the exercise of their powers:

- is not honest or impartial, or
- knowingly or recklessly breaches public trust, or
- involves the misuse of agency-related information or material.

Common examples of Type A corrupt conduct include fraud and theft, extortion, unauthorised release of information, obtaining or offering a secret commission and nepotism.

"Type B" corrupt conduct involves specific types of conduct that impair, or could impair, public confidence in public administration. This may include:

- collusive tendering, or
- fraud relating to an application for a licence, permit or other authority relating to public health or safety; the environment; or the State's natural, cultural, mining or energy resources, or
- dishonestly obtaining public funds or State assets, or
- evading a State tax, levy or duty or fraudulently causing a loss of State revenue, or
- fraudulently obtaining or retaining an appointment.

Both Type A and Type B corrupt conduct must be either a criminal offence or serious enough to warrant dismissal.

**Council/Board**

The highest level governing body (e.g., a board of directors, a supervisory board, or a board of governors or trustees) charged with the responsibility to direct and/or oversee the organization's activities and hold senior management accountable. Although governance arrangements vary among jurisdictions and sectors, typically the board includes members who are not part of management. If a board does not exist, the word "board" in the *Standards* refers to a group or person charged with governance of the organization.



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Furthermore, “board” in the *Standards* may refer to a committee or another body to which the governing body has delegated certain functions (e.g., an audit committee).

**Charter**

A formal document that defines the purpose, authority, and responsibility. The charter establishes the activity’s position within the organization; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of activities.

**Chief Audit Executive**

Chief Audit Executive describes the role of a person in a senior position responsible for effectively managing the internal audit activity in accordance with the internal audit charter and the mandatory elements of the International Professional Practices Framework. The chief audit executive or others reporting to the chief audit executive will have appropriate professional certifications and qualifications.

**Compliance**

Adherence to policies, plans, procedures, laws, regulations, contracts, or other requirements.

**Conflict of Interest**

Any relationship that is, or appears to be, not in the best interest of the organization. A conflict of interest would prejudice an individual’s ability to perform his or her duties and responsibilities objectively.

**Consulting Services**

Advisory and related client service activities, the nature and scope of which are agreed with the client, are intended to add value and improve an organization’s governance, risk management, and control processes without the internal auditor assuming management responsibility. Examples include counsel, advice, facilitation, and training.

**Control**

Any action taken by management, the board, and other parties to manage risk and increase the likelihood that established objectives and goals will be achieved. Management plans, organizes, and directs the performance of sufficient actions to provide reasonable assurance that objectives and goals will be achieved.

**Control Environment**

The attitude and actions of the board and management regarding the importance of control within the organization. The control environment provides the discipline and structure for the achievement of the primary objectives of the system of internal control. The control environment includes the following elements:

- Integrity and ethical values.
- Management’s philosophy and operating style.
- Organizational structure.
- Assignment of authority and responsibility.
- Human resource policies and practices.
- Competence of personnel.





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**Control Processes**

The policies, procedures (both manual and automated), and activities that are part of a control framework, designed and operated to ensure that risks are contained within the level that an organization is willing to accept.

**External Service Provider**

A person or firm outside of the organization that has special knowledge, skill, and experience in a particular discipline.

**Fraud**

Any illegal act characterized by deceit, concealment, or violation of trust. These acts are not dependent upon the threat of violence or physical force. Frauds are perpetrated by parties and organizations to obtain money, property, or services; to avoid payment or loss of services; or to secure personal or business advantage.

**Governance**

The combination of processes and structures implemented by the board to inform, direct, manage, and monitor the activities of the organization toward the achievement of its objectives.

**Impairment**

Impairment to organizational independence and individual objectivity may include personal conflict of interest, scope limitations, restrictions on access to records, personnel, and properties, and resource limitations (funding).

**Independence**

The freedom from conditions that threaten the ability of the activity to carry out responsibilities in an unbiased manner.

**Information Technology Controls**

Controls that support business management and governance as well as provide general and technical controls over information technology infrastructures such as applications, information, infrastructure, and people.

**Internal Audit Activity**

A department, division, team of consultants, or other practitioner(s) that provides independent, objective assurance and consulting services designed to add value and improve an organization's operations. The internal audit activity helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes.

**International Professional Practices Framework**

The conceptual framework that organizes the authoritative guidance promulgated by The IIA. Authoritative guidance is composed of two categories – (1) mandatory and (2) recommended.

**Must**

The *Standards* use the word "must" to specify an unconditional requirement.

**Objectivity**

An unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are





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made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others.

**Overall Opinion**

The rating, conclusion, and/or other description of results provided by the chief audit executive addressing, at a broad level, governance, risk management, and/or control processes of the organization. An overall opinion is the professional judgment of the chief audit executive based on the results of a number of individual engagements and other activities for a specific time interval.

**Risk**

The possibility of an event occurring that will have an impact on the achievement of objectives. Risk is measured in terms of impact and likelihood.

**Risk Appetite**

The level of risk that an organization is willing to accept.

**Risk Management**

A process to identify, assess, manage, and control potential events or situations to provide reasonable assurance regarding the achievement of the organization's objectives.

**Should**

The *Standards* use the word "should" where conformance is expected unless, when applying professional judgment, circumstances justify deviation.

**Significance**

The relative importance of a matter within the context in which it is being considered, including quantitative and qualitative factors, such as magnitude, nature, effect, relevance, and impact. Professional judgment assists internal auditors when evaluating the significance of matters within the context of the relevant objectives.

**Standard**

A professional pronouncement promulgated by the International Internal Audit Standards Board that delineates the requirements for performing a broad range of internal audit activities and for evaluating internal audit performance.

**Technology-based Audit Techniques**

Any automated audit tool, such as generalized audit software, test data generators, computerized audit programs, specialized audit utilities, and computer-assisted audit techniques (CAATs).

**16. POLICY OWNER**

The Chairperson is the Charter owner and the Chief Audit Executive is responsible for authoring and reviewing this Charter.

Doc ID No: A9971950

ITEM: 6.5  
SUBJECT: NOMINATION OF A DISTRICT REPRESENTATIVE TO THE LGAQ POLICY EXECUTIVE  
AUTHOR: MANAGER, EXECUTIVE SERVICES  
DATE: 9 APRIL 2024

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### **EXECUTIVE SUMMARY**

This is a report concerning Council's nomination of a district representative to the Local Government Association of Queensland (LGAQ) Policy Executive for the 2024-2028 term.

### **RECOMMENDATION/S**

- A. That Council nominate one of its Councillors to represent District No. 2 – South-East (Western Region) on the LGAQ Policy Executive for the 2024-2028 term.**
- B. That the Chief Executive Officer advise the LGAQ Returning Officer of Council's nomination no later than 12:00pm, Wednesday, 1 May 2024.**

### **RELATED PARTIES**

Nil

### **IFUTURE THEME**

A Trusted and Leading Organisation

### **PURPOSE OF REPORT/BACKGROUND**

The LGAQ Policy Executive is responsible for determining the association's policy on behalf of its 77 member councils. The policy executive consists of the LGAQ president and 15 elected district representatives from across Queensland. The executive currently holds six (6) regular annual meetings.

Following the March 2024 local government quadrennial elections, the LGAQ called for nominations from each district for representatives to the association's policy executive for the 2024-2028 term.

Councils within a district are entitled to nominate candidates from among any of the elected members of the councils within their district. However, in the case of South-East District, councils elect one representative per identified subregional area. Each council's chief

executive officer must then advise the LGAQ returning officer of that council's nominee by no later than 12:00pm, Wednesday 1 May 2024.

Ipswich City Council is a LGAQ South-East District council which sits within the No. 2 (Western Region) sub-regional grouping along with the Somerset, Lockyer Valley, and Scenic Rim Regional councils. One representative from among the elected members of these councils is to be elected to represent the district on the LGAQ policy executive.

If only one candidate is nominated in the district by the closing date, that nominee will be appointed to the policy executive. If there is more than one nomination received in respect of any identified subregional grouping, an election by ballot will apply. In the South-East District, a "preferential" voting system will apply.

Since 2020, South-East District No. 2 (Western Region) has been represented by Ipswich City Council, Councillor Paul Tully.

#### **LEGAL IMPLICATIONS**

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

#### **POLICY IMPLICATIONS**

Nil

#### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implication relating to this report.

#### **FINANCIAL/RESOURCE IMPLICATIONS**

Nil

#### **COMMUNITY AND OTHER CONSULTATION**

The contents of this report did not require community consultation.

#### **CONCLUSION**



Council has an interest in exercising its rights as a LGAQ member to ensure appropriate representation for the region on the association's policy executive.

#### **HUMAN RIGHTS IMPLICATIONS**

HUMAN RIGHTS IMPACTS	
<b>OTHER DECISION</b>	
(a) What is the Act/Decision being made?	That Council nominate one of its Councillors to represent District No. 2 (Western Region) on the LGAQ Policy Executive for the 2024-2028 term

(b) What human rights are affected?	N/A
(c) How are the human rights limited?	N/A
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	N/A
(e) Conclusion	The decision is consistent with human rights.

**ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS**

1.	LGAQ Correspondence to CEO - Policy Executive Nominations Open <a href="#">↓</a> 
2.	LGAQ Policy Executive Nomination Form <a href="#">↓</a> 

Wade Wilson  
**MANAGER, EXECUTIVE SERVICES**

I concur with the recommendations contained in this report.

Sonia Cooper  
**CHIEF EXECUTIVE OFFICER**

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



2 April 2024

Ms Sonia Cooper  
Chief Executive Officer  
Ipswich City Council  
PO Box 191  
IPSWICH QLD 4305  
Email: [sonia.cooper@ipswich.qld.gov.au](mailto:sonia.cooper@ipswich.qld.gov.au)

Dear Sonia,

**ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S  
(LGAQ) POLICY EXECUTIVE DISTRICT REPRESENTATIVES 2024-2028**

I am pleased to advise that in accordance with Rule 5.4 of the Association's Constitutions and Rules, nominations are now being called for the election of District Representatives to the Association's Executive for the period 2024 – 2028.

***Please note, this is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.***

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District. However, in the case of the South-East District, Councils elect one representative per identified subregional area.

In the South-East District, if there is more than one nomination received in respect of any identified subregional grouping, an election by ballot will apply. In the South-East District, a "preferential" voting system will apply.

**Councils within the South-East District and within your sub-regional area:**

Northern Region	Moreton Bay, Sunshine Coast, Noosa
Southern Region	Gold Coast, Logan, Redland
Western Region	Ipswich, Lockyer, Scenic Rim, Somerset

Please also find attached:

- **Attachment 1A:** [Policy Executive Members Information Schedule](#)
- **Attachment 1B:** [LGAQ Corporate Governance Charter](#)
- **Attachment 1C:** [Fees, reimbursements and insurance](#)

- [Attachment 10: Fees, Reimbursements and Insurance](#)
- **Attachment 2: Nomination Form for your District**

**PLEASE NOTE:**

- Nominations close at **12:00pm, Wednesday, 1 May 2024** and must be received by the Chief Executive Officer by that time through the **nominated email address: [returning\\_officer@lgaq.asn.au](mailto:returning_officer@lgaq.asn.au)**.
- If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 16 March 2024.
- A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

Members elected at this time take up their position in **June 2024** and, subject to the Rules, hold office until **June 2028**.

If you have any queries, please do not hesitate to call me.

Yours sincerely,



ALISON SMITH  
Chief Executive Officer, Local Government Association of Queensland

Local Government Association of Queensland Ltd.  
PO Box 2230 Fortitude Valley BC QLD 4006  
**ABN** 11 010 883 293 **ACN** 142 783 917



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25 Evelyn Street, Newstead, Brisbane Qld 4006

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**LOCAL GOVERNMENT ASSOCIATION OF  
LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ)  
POLICY EXECUTIVE 2024-2028**

**NOMINATION FORM**

**DISTRICT NO.2 – South-East (Western Region)**  
(Ipswich, Lockyer, Scenic, Somerset)

The City Council of **Choose an item.**

Hereby nominates Cr. ....

To represent District Number 2-South-East (Western Region) on the Association's Policy Executive in accordance with Rule 5.4 of the Constitution and Rules of the Association for the period 2024-2028.

Date at ..... this ..... day of ..... 2024



CHIEF EXECUTIVE OFFICER  
2 April 2024

I hereby support this nomination \_\_\_\_\_  
Signed by: Council CEO

**PLEASE RETURN THIS FORM BY EMAIL TO THE RETURNING OFFICER BY NO LATER THAN  
12:00pm on Wednesday, 1 May 2024**

**RETURNING OFFICER: Alison Smith  
RETURNING OFFICER  
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD  
PO BOX 2230  
FORTITUDE VALLEY BC QLD 4006  
Email: [returning\\_officer@lgaq.asn.au](mailto:returning_officer@lgaq.asn.au)**

**N.B FAXED NOMINATIONS WILL NOT BE ACCEPTED**

Doc ID No: A9946978

ITEM: 6.6

SUBJECT: APPOINTMENT OF CHAIRPERSONS AND DEPUTY CHAIRPERSONS OF THE CITY OF IPSWICH LOCAL DISASTER MANAGEMENT GROUP AND LOCAL RECOVERY AND RESILIENCE GROUP

AUTHOR: SENIOR EMERGENCY MANAGEMENT OFFICER

DATE: 1 MARCH 2024

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### **EXECUTIVE SUMMARY**

This report concerns the appointment of Councillors as chairperson and deputy chairperson of the City of Ipswich Local Disaster Management Group and the City of Ipswich Local Recovery and Resilience Group.

### **RECOMMENDATION/S**

- A. That Council appoint one of its Councillors as the Chairperson of the City of Ipswich Local Disaster Management Group.**
- B. That Council appoint one of its Councillors as the Deputy Chairperson of the City of Ipswich Local Disaster Management Group.**
- C. That Council appoint one of its Councillors as the Chairperson of the City of Ipswich Local Recovery and Resilience Group.**
- D. That Council appoint one of its Councillors as the Deputy Chairperson of the City of Ipswich Local Recovery and Resilience Group.**

### **RELATED PARTIES**

There are no conflicts of interest.

### **IFUTURE THEME**

Safe, Inclusive and Creative

### **PURPOSE OF REPORT/BACKGROUND**

#### **Local Disaster Management Group**

The City of Ipswich Local Disaster Management Group (LDMG) is established in accordance with *s29 of the Disaster Management Act 2003*. It is a group comprising of state and local government entities and essential service providers. The City of Ipswich LDMG's remit is to



ensure that disaster management and disaster operations in the local government area (LGA) are consistent with the State's strategic policy framework for disaster management; and to set the strategic direction for responding to disaster events that occur in the Ipswich LGA. The LDMG does *not* have command nor control of any member agencies, including Ipswich City Council.

The functions of the LDMG Chairperson (and their Deputy) include:

1. Coordinate the business of the LDMG
2. Ensure that the LDMG performs its functions, and
3. Report regularly to the relevant district group (Ipswich District Disaster Management Group (DDMG)) about the performance of the LDMG functions.

In practice, the Chairperson is the key spokesperson for the LDMG and chairs its meetings with the support of Council staff during both 'business as usual' and disaster operations.

The *Disaster Management Regulation s10(2)* requires that the Chairperson of the LDMG be a local government Councillor; it follows that the Deputy is also to be a Councillor.

Before fulfilling an LDMG Chairperson role, the appointed Councillor and their Deputy must complete an induction and undertake training courses per the *Queensland Disaster Management Training Framework*.

### **Local Recovery and Resilience Group**

The City of Ipswich Local Recovery and Resilience Group (LRRG) is established as a sub-group of the City of Ipswich LDMG. It comprises of state and local government entities and community support services. The LRRG's remit is to set the strategic direction for the whole-of-community recovery in the LGA and to provide oversight of the Local Recovery Taskforces chaired and coordinated by council officers. The LRRG, like the LDMG does *not* have command nor control of any member agencies, including Ipswich City Council.

The functions of the LRRG Chairperson (and their Deputy) include coordinating the business of the LRRG; ensuring that the LRRG performs its functions; and reporting regularly to the City of Ipswich LDMG. In practice, the LRRG Chairperson is the key spokesperson for the LRRG and chairs meetings of the LRRG with support of Council staff during both 'business as usual' and during the protracted disaster recovery period.

As a subgroup of the LDMG, s10(2) of the Disaster Management Regulation—requiring that the Chairperson be a local government Councillor—is taken to apply to the LRRG Chairperson (and Deputy) role also.

Before fulfilling the LRRG Chairperson role, the appointed Councillor and their Deputy are required to undertake training courses in accordance with the *Queensland Disaster Management Training Framework*.

It is recommended that the Councillor appointed as Chairperson of the LRRG is *not* also appointed as the sole Deputy Chairperson of the LDMG, as these roles are likely to be simultaneously activated during significant disaster events.

**LEGAL IMPLICATIONS**

This report and its recommendations are consistent with the following legislative provisions:  
*Disaster Management Act 2003*  
*Disaster Management Regulation 2014*

**POLICY IMPLICATIONS**

Council’s position on disaster management is set out in the *Disaster Management Policy*, with which this report and its recommendations are consistent.

**RISK MANAGEMENT IMPLICATIONS**

The City of Ipswich LDMG and LRRG enable council to mitigate the risk of disaster impacts to the Ipswich community by collaborating with and coordinating the activities of multiple disaster response agencies toward common goals before, during and after disasters.

If Council does not appoint a Councillor as Chairperson to the LDMG, Council will not be compliant with the Disaster Management Act and Regulation.

If Council does not appoint Deputy Chairpersons to the LDMG and the LRRG, the risk of fatigue and reduced decision-making capacity of the Chairperson increases, particularly when operating for extended periods during disaster response and recovery operations.

**FINANCIAL/RESOURCE IMPLICATIONS**

There are no financial implications associated with these recommendations as the positions are administrative and not remunerated.

**COMMUNITY AND OTHER CONSULTATION**

Once appointments to these positions are made by Council, the relevant council officers will notify the Ipswich DDMG.

**CONCLUSION**

Appointing Chairpersons and Deputy Chairpersons to the City of Ipswich LDMG and LRRG ensures Council complies with the relevant legislation and provides continuity for disaster management arrangements in Ipswich.

**HUMAN RIGHTS IMPLICATIONS**

HUMAN RIGHTS IMPACTS
<b>NON-DISCRETIONARY DECISION</b>
In relation to the recommendations of this report, being to appoint Chairpersons and Deputy Chairpersons to the City of Ipswich LDMG, Council has no ability to act

differently/make a different decision because it is a requirement of the *Disaster Management Act 2003* that a Chairperson and Deputy Chairperson be appointed; and it is a requirement of the *Disaster Management Regulation 2014* that Councillors are appointed to those roles.

Therefore, while the proposed decision may not be compatible with human rights Council's decision will not be unlawful under the *Human Rights Act 2019*.

Kristie Mckenna  
**SENIOR EMERGENCY MANAGEMENT OFFICER**

I concur with the recommendations contained in this report.

Matthew Pinder  
**EMERGENCY MANAGEMENT MANAGER**

I concur with the recommendations contained in this report.

Kaye Cavanagh  
**GENERAL MANAGER (ENVIRONMENT AND SUSTAINABILITY)**

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

Doc ID No: A9964759

ITEM: 6.7

SUBJECT: COUNCILLOR REPRESENTATION ON THE IPSWICH RIVERS IMPROVEMENT TRUST  
AND THE DARLING-DOWNS MORETON RABBIT BOARD

AUTHOR: MANAGER, EXECUTIVE SERVICES

DATE: 7 MARCH 2024

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### EXECUTIVE SUMMARY

This is a report concerning Councillor Memberships on the Ipswich Rivers Improvement Trust and the Darling-Downs Moreton Rabbit Board.

### RECOMMENDATION/S

- A. That Council nominate one of its Councillors to be appointed to the Ipswich Rivers Improvement Trust as per part 3 division 1 section 5A(1) of the *River Improvement Trust Act 1940*.
- B. That Council nominate one of its Councillors to be considered for appointment to the Darling-Downs Moreton Rabbit Board.

### RELATED PARTIES

- Mayor and Councillors

### IFUTURE THEME

Natural and Sustainable

### PURPOSE OF REPORT/BACKGROUND

Councillors as part of their role in representing the community participate in a number of external groups and decision-making forums. Many of these groups require formal representation by council and it is at the discretion of the elected council to select which Councillor or Councillors are its nominated representatives.

This report specifically addresses nominating representatives for the following committees:

1. Ipswich Rivers Improvement Trust

The Ipswich Rivers Improvement Trust was established to protect and improve rivers within the Ipswich Local Government Area. The function of the Trust is to carry out works designed

to improve the flow of water in the rivers and tributaries within the City of Ipswich to correct erosion and provide flood mitigation.

The Trust operates as an independent body, responsible for its own administration and governance. Council is required to comply with the *Rivers Improvement Trust Act 1940* in the payment of a Precept. During the 2023-2024 term the annual Precept is \$300,000.

Section 5(5) of the *River Improvement Trust Act 1940* provides that if a person completes the person's term of office as a member of a Trust, the person continues to hold office as a member until the person's successor is appointed.

During the 2020-2024 term Councillors Jacob Madsen and Andrew Fechner were appointed as members. Where the office of a member of a Trust appointed by a local government under section 5 becomes vacant, the local government must appoint another of its councillors to the office within 30 days after the vacancy.

## 2. Darling-Downs Moreton Rabbit Board

The Darling-Downs Moreton Rabbit Board (DDMRB) is a State Government agency responsible for the maintenance of 555km of rabbit-proof fence running from Mt Gipps to Goombi. The DDMRB provides expertise to assist landholders in the control, protection and removal of rabbits from Queensland properties and work to maintain and monitor compliance with the *Biosecurity Act 2014*.

Eight (8) local governments pay annual precepts to the Land Protection Fund to provide funding for the operational requirements of the DDMRB. These councils are listed below:

- Western Downs Regional Council
- Toowoomba Regional Council
- Southern Downs Regional Council
- Lockyer Valley Regional Council
- Ipswich City Council
- Logan City Council
- Scenic Rim Regional Council
- City of Gold Coast

The Board's continuation and re-establishment is made under the Act and directors are appointed for a term of up to four years. The Board currently meets about six times per year, employs about 14 staff and maintains an office located in Warwick.

For the 2020-2024 term, former Councillor Kate Kunzelmann was appointed as a Director of the DDMRB. This appointment is set to conclude in August 2024 and a replacement Councillor should be nominated 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**

There are no policy implications associated with this report.

**RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

**FINANCIAL/RESOURCE IMPLICATIONS**

There are no financial implications related to this report.

**COMMUNITY AND OTHER CONSULTATION**

Consultation has occurred with the relevant stakeholders regarding the proposed memberships.

**CONCLUSION**

In order to participate fully in the community in their role as an elected representative, Councillors may choose to participate on various bodies and committees.

The above requests are indicative of the Council's and communities' desire to have representation on various community bodies.

**HUMAN RIGHTS IMPLICATIONS**

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	The decision to nominate a councillor for a role on an external body.
(b) What human rights are affected?	No human rights are affected by this decision.
(c) Conclusion	The decision is consistent with human rights.

Wade Wilson

**MANAGER, EXECUTIVE SERVICES**

I concur with the recommendations contained in this report.

Sonia Cooper

**CHIEF EXECUTIVE OFFICER**

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