

**From:** [redacted]@lgaq.asn.au>  
**Sent:** Monday, 2 September 2024 8:26 AM  
**To:** Mayor Jos Mitchell  
**Subject:** 20240902 AICD Company Directors Course - 23 - 27 September 2024  
**Attachments:** LG0081003 - Cr Jos Mitchell.pdf

You don't often get email from [redacted]@lgaq.asn.au. [Learn why this is important](#)

Good morning Cr Mitchell,

We note your recent enrolment in the upcoming Company Directors Course to be held here at Local Government House from Monday 23 September – Friday 27 September 2024.

We anticipate the course will be of value to all participants and we hope you will enjoy the unique networking opportunity provided by completing the course alongside your Queensland Local Government colleagues.

You should have recently received information about the course however should you require any further information (or wish to submit dietary information) please do not hesitate to contact me at the LGAQ via this email.

Please see attached an invoice for your participation in the course. Please note the invoice is due for payment by no later than 13 September 2024 and as the LGAQ has now committed to running the course in September, based on your registration, the course fee is strictly non-refundable. Should you have any queries in relation to the invoice please do not hesitate to contact the LGAQ directly.

See you then.

Regards,



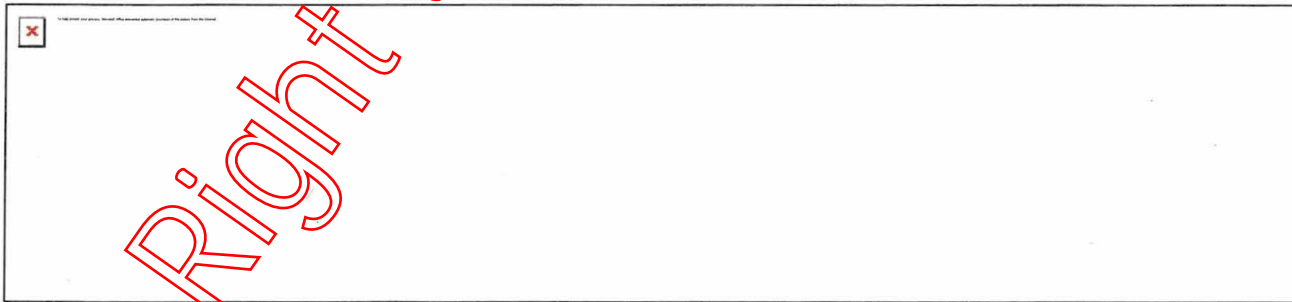
[redacted] Assistant Company Secretary

P: +61 7 [redacted]

Local Government House | 25 Evelyn Street Newstead QLD 4006  
PO Box 2230 Fortitude Valley BC QLD 4006



The Local Government Association of Queensland acknowledges Australia's First Nations Peoples as the Traditional Owners and Custodians of the lands and waters on which we work and live, and gives respect to Elders past and present.



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Right to Information Release



REDLAND CITY COUNCIL  
accountspayable@redland.qld.gov.au  
PO BOX 21  
CLEVELAND QLD 4163

**Invoice No:** LG0081003  
**Date:** 28/08/2024  
**Debtor Id:** REDL01

**Attention:** Cr Jos Mitchell

**Page:** 1 of 1

| Description                           | Exclusive GST | GST    | Amount   |
|---------------------------------------|---------------|--------|----------|
| Course Fee for AICD Company Directors | 8,280.00      | 828.00 | 9,108.00 |

Course: Monday 23 to Friday 27 Sept 2024

Course: for Cr Jos Mitchell

\*

Payment is due no later than 13/9/2024

The course fee strictly non-refundable  
(irrespective of notice provided) in the  
event participant is unable to attend  
the course

**Total Amount Due:** \$8,280.00 \$828.00 \$9,108.00

**PLEASE REMIT ALL EFT PAYMENTS TO**

**BSB:** [REDACTED]  
**ACC NO:** [REDACTED]  
**BANK NAME:** NATIONAL AUSTRALIA BANK  
**ACC NAME:** LOCAL GOVT ASSOC OF QLD IMPREST ACCOUNT  
**PLEASE EMAIL REMITTANCE ADVICE TO:** accounts\_receivable@lgaq.asn.au

This invoice is due and payable within 30 days of the Invoice Date  
Please pay on this invoice as no statement will be issued

**Your Account Balance (excluding this invoice)**

| Aging  | Current  | 30 to 60 days | 60 to 90 days | 90 + days |
|--------|----------|---------------|---------------|-----------|
| Amount | 1,350.00 | 0.00          | 0.00          | 0.00      |

**P** 07 3000 2222  
**F** 07 3252 4473  
**W** www.lgaq.asn.au

Local Government House  
25 Evelyn Street  
Newstead Qld 4006

PO Box 2230  
Fortitude Valley BC  
Qld 4006

Local Government Association Of Queensland Ltd  
**ABN** 11 010 883 293 **ACN** 142 783 917

# PAYMENT REQUEST

MUST BE IN THE HANDS OF ACCOUNTS PAYABLE OFFICER BY **4.30PM MONDAY**  
**TO: ACCOUNTS DEPARTMENT**



CREDITOR NO

Office Use Only

REFERENCE/  
INVOICE NO

**LG 0081003**

**SUPPORTING DOCUMENTATION, TAX INVOICE OR COPY OF RECEIPT MUST BE ATTACHED TO ALL PAYMENT REQUESTS**

DATE OF  
INVOICE/  
DOCUMENT

**02.09.24**

PAYMENT TOTAL  
(INCLUDING GST)

**\$ 9,108.00**

PAYEE ABN

**11010883293**

GST?

Inclusive/Exclusive

Valid Tax Invoice?

YES / NO

Withhold Tax?

YES / NO

Date Goods/Services Received?

/ /

CHARGE  
A/C No

**106403450034892008**

AMOUNT

**\$9,108.00**

GST RATE  
CODE

CHARGE  
A/C No

GST RATE  
CODE

CHARGE  
A/C No

GST RATE  
CODE

RECEIPT NO.

PLEASE EFT PAYMENT TO

PAYEE'S NAME

**LOCAL GOVT ASSOCIATION OF QLD IMPEST ACCOUNT**

ADDRESS

**15 EVELYN STREET, NEWSTEAD QLD 4006**

SUBJECT

FROM:

DEPARTMENT/GROUP: **MAYOR'S OFFICE**

COUNCIL MINUTE :

DATE PAYMENT REQUESTED BY/DUE DATE: **13/09.24**

RETURN TO: **PLEASE EFT PAYMENT TO LGAQ AS PER DETAILS ON INVOICE**

POST OUT: **YES/NO**

Signed by:

AUTHORISED BY

Signature

Print Name

AUTHORISED POSITION NO:

(.....)

DATE RECEIVED

PREPARED BY:

**ACCOUNTS USE ONLY**

**From:** [REDACTED]@aicd.com.au>  
**Sent:** Friday, 27 September 2024 12:10 PM  
**To:** [REDACTED]  
**Subject:** (PRINTED FOR SIGNING) AICD | Local Government Association Queensland | Company Directors Course : Thank you for Attending and Next Steps  
**Attachments:** In-House CDC Complimentary Membership Form 2024-25.PDF

You don't often get email from [REDACTED]@aicd.com.au. [Learn why this is important](#)

Good afternoon,

Thank you for attending the Company Directors Course with Local Government Association Queensland. We trust you all enjoyed the sessions.

Part of what makes the Company Directors Course so valuable is the opportunity to participate in the assessment tasks. The assessment offers you the chance to test and demonstrate your governance knowledge and provides the opportunity to consolidate your learning and to benchmark your understanding.

All information relating to your assessment has been made available within the 'Assessment Preparation Hub' in MyLearning, where core information and advice is provided within the Company Directors Course participant assessment guide.

Should you have any questions or concerns relating to your assessment, please reach out to our assessment team via email at [assessment@aicd.com.au](mailto:assessment@aicd.com.au).

Further, we are pleased to offer complimentary annual AICD Membership. Please complete the attached In-House Complimentary Membership application form and return to our Member Services team via [memberservices@aicd.com.au](mailto:memberservices@aicd.com.au) by Friday 27 March, 2025.

Please do not hesitate to get in touch if you have any queries or concerns.

Wishing you all the best with your assessment!

Kind regards,

[REDACTED]  
Program Delivery Partner  
Digital and Operations

AUSTRALIAN INSTITUTE of COMPANY DIRECTORS

T: +61 7 [REDACTED]

E: [REDACTED]

Level 9, 123 Eagle Street, Brisbane QLD 4000

GPO Box 73, Brisbane QLD 4001 Australia

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ABN 11 008 484 197

[www.aicd.com.au](http://www.aicd.com.au)

  
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**Australian Institute of Company Directors**

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## In-House Company Directors Course™ Complimentary Membership 2024-2025

The details provided by you on this form will assist the Australian Institute of Company Directors to provide information and services aligned with your specific needs. Please complete all sections and return to the Australian Institute of Company Directors Office (see back for contact details). Incomplete forms may be returned to obtain required information. Unsigned forms will be returned.

### Membership criteria: Which membership grade is applicable for you?

#### Member (MAICD) ☐

The Member grade (MAICD) is suitable for individuals who have a minimum of 2 years' experience as a board director or as a senior executive reporting into a board.

Please select one or more of the following that applies to you:

1. Director: Company or Not-for-Profit ☐
2. CEO or part of the Executive Team ☐
3. Business owner/Partner ☐
4. Member of an Advisory Board ☐
5. Academic at the level (of equivalent to) professor, or the head of a relevant faculty (eg. business or law) at a tertiary institution ☐

#### Affiliate (AAICD) ☐

The Affiliate grade (AAICD) is suitable for individuals who are not currently on a board, or have less than 2 years' experience as a board director or as a senior executive reporting into a board.

Complimentary 12 months membership is available to course participants under the following Membership Offer Conditions:

- Participants must attend a minimum of 4 out of 5 days for the Company Directors Course™ or 4 out of 5 virtual classrooms for Company Directors Course™ Online
- Participants must return completed membership forms to the AICD no later than 6 months following the last day of the course.
- Membership is non-transferable.
- This offer does not apply to participants who are existing members of the AICD. For the avoidance of doubt, a participant who is an existing member cannot claim any form of refund for fees already paid or credit for membership renewals.
- This offer cannot be exchanged or redeemed for cash, discounts or credit. If the participant or client chooses not to take up the offer, no refunds, credits or discounts will apply.
- Membership renewal fees apply following the conclusion of the 12-month period if the participant wants to renew membership beyond the initial 12-month period

### Personal details

Mr/Mrs/Ms/Miss/Dr/Other: \_\_\_\_\_  
First name: \_\_\_\_\_  
Middle name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Date of birth: DD / MM / YY \_\_\_\_\_  
Preferred email: \_\_\_\_\_  
Do you identify as an Aboriginal or Torres Strait Islander person?  
Yes ☐ No ☐ Prefer not to say ☐

### Contact and Postal Address details

Position title: \_\_\_\_\_  
Organisation name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb / Town: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_

## Please identify the role you have held that is most relevant to your AICD membership

Organisation's name: \_\_\_\_\_

Job title: \_\_\_\_\_

When did you hold this role? MM/YYYY to MM/YYYY or present

### Type of role (select one only)

- ☐ Academic
- ☐ Author
- ☐ Business Owner
- ☐ Chair
- ☐ Consultant
- ☐ Deputy Chair
- ☐ Economist
- ☐ Executive Director
- ☐ In between roles
- ☐ Manager
- ☐ Managing Director
- ☐ Non-Executive Director
- ☐ Other
- ☐ Partner
- ☐ Retired Director
- ☐ Company Secretary
- ☐ Senior executive reporting directly to a board
- ☐ Student

### Sector of organisation

- ☐ Listed
- ☐ Private
- ☐ Not-for-profit (NFP)
- ☐ Public

### Size of organisation

- ☐ Micro - less than five employees
- ☐ Small Business - less than 20 employees
- ☐ Medium - 20 to 199 employees
- ☐ Large - 200+ employees

### Industry of organisation

- ☐ Agriculture, forestry and fishing
- ☐ Mining
- ☐ Manufacturing
- ☐ Electricity, gas, water and waste services
- ☐ Construction
- ☐ Wholesale trade
- ☐ Retail trade
- ☐ Accommodation and food services
- ☐ Transport, postal and warehousing
- ☐ Information media and telecommunications
- ☐ Financial and insurance services
- ☐ Rental, hiring and real estate services
- ☐ Professional, scientific and technical services
- ☐ Administrative and support services
- ☐ Public administration and safety
- ☐ Education and training
- ☐ Health care and social assistance
- ☐ Arts and recreation services
- ☐ Climate Change/Renewables
- ☐ Other services

### What's important to you?

Which of the following are you currently looking for in your membership with us? How important are they to you?

|  | Critical                 | Very Important           | Quite Important          | Not Very Important       | Not at All Important     |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Providing me with information relevant to my sector<br>e.g. Private, Public, listed, NFP   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Providing me with information relevant to<br>my governance experience level  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Providing opportunities for career<br>progression or to obtain directorships   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Providing networking opportunities   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Being a member of an organisation that influences the<br>quality of laws and governance practices/provides leadership<br>on governance and director issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Connecting with like-minded business people and members  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accessing advice and education on new and<br>emerging issues for myself and/or my board  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Disclaimer

The details on this form were accurate at the time of printing. Australian Institute of Company Directors reserves the right to make changes where necessary.

### Personal Declaration

I confirm that:

- I have a genuine commitment to and an understanding of the purpose of the Institute set out in the AICD Constitution available at [aicd.com.au/constitution](http://aicd.com.au/constitution)
- I am aged 18 years or older; and
- I am not ineligible to be appointed as a director under the Corporations Act or the Australian Charities and Not for Profit Commission Act.
- The information supplied in this application is true and accurate and is not misleading or deceptive
- I agree to comply with the with the Member Code of Conduct available at [aicd.com.au/member-code-of-conduct](http://aicd.com.au/member-code-of-conduct)
- I understand that the Australian Institute of Company Directors is a not-for-profit company limited by guarantee and that my guarantee is limited to twenty dollars (\$20.00) in the event that the Australian Institute of Company Directors is wound up.
- I agree to my personal information being collected, stored and used in accordance with the Privacy Policy available at [aicd.com.au/privacy](http://aicd.com.au/privacy)

### Acceptance of AICD terms

- The AICD Membership Terms and Conditions, including the policy on application processing and refunds. Terms and conditions are available at [aicd.com.au/about-aicd/terms-conditions](http://aicd.com.au/about-aicd/terms-conditions)
- The AICD Privacy Policy available at [aicd.com.au/privacy](http://aicd.com.au/privacy)

☐ By ticking this box I confirm that I have read, understood and agreed to the AICD Membership Terms and Conditions and Privacy Policy

Signature: \_\_\_\_\_ Date: DD / MM / YYYY

We are unable to process this application without the declaration being signed and dated by the applicant.

### What happens next

Email your completed form to [memberservices@aicd.com.au](mailto:memberservices@aicd.com.au).

If you require assistance completing the form, please contact us on **1300 739 119**.

Upon receipt of your application, and after it has been processed, you will receive a confirmation email.

Membership is subject to Division Council approval. You will be entitled to member rates on courses, events and publications, and eligible for use of our post-nominals. Any application not approved, will be notified in due course.

**From:** Mayor  
**Sent:** Monday, 2 June 2025 4:09 PM  
**To:** Mayor Jos Mitchell  
**Subject:** FW: Thank you for registering for E-Learning: Ethics in the Boardroom

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Mayor

Fyi

Regards

**Executive Support Officer**  
Redland City Council

P +617 3829 8779



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Scan the QR code or visit us online.  
[redland.qld.gov.au/contact](http://redland.qld.gov.au/contact)



I acknowledge the traditional custodians of the  
lands and seas where I work. I pay my respects

to Elders, past, present and future.

**From:** AUSTRALIAN INSTITUTE of COMPANY DIRECTORS <no-reply@aicd.com.au>  
**Sent:** Monday, 2 June 2025 4:02 PM  
**To:** Mayor <mayor@redland.qld.gov.au>  
**Subject:** Thank you for registering for E-Learning: Ethics in the Boardroom

You don't often get email from [no-reply@aicd.com.au](mailto:no-reply@aicd.com.au). [Learn why this is important](#)

Dear Jos ,

We are pleased to confirm your enrolment in the e-learning module : E-Learning: Ethics in the Boardroom .

When you are ready to commence the e-learning module simply:

- Navigate to [www.aicd.com.au](http://www.aicd.com.au)
- Select 'LOG IN' on the top right of the page
- Enter your email address and password then select the LOG IN button, or select 'Forgot password?' to reset your password
- Navigate to your 'DASHBOARD' by clicking your initials on the top right of the page

- Select the MyLearning link from the top of your dashboard
- Select your e-learning course from My Courses on your MyLearning homepage
- When you are finished, log out of MyLearning by selecting your name on the top right of the screen and selecting 'LOG OUT' from the drop-down menu

You have 12 weeks from the date of this email to complete the e-learning module. After this time, you will no longer be able to access the e-learning module.

#### Useful Tips

- The e-learning module does not need to be completed in one sitting – you can log in and out as often as you like.
- For a copy of your tax receipt, log in and view or download your tax receipt.
- When you successfully complete the e-learning module, your DPD units will be automatically added to your DPD log.

We're confident that you will find the e-learning module beneficial, and hope you enjoy the convenience of completing it at a time, pace and place that suits you. If you have any queries regarding your e-learning module, please contact [onlinecourses@aicd.com.au](mailto:onlinecourses@aicd.com.au).

Kind regards

#### Australian Institute of Company Directors.

AUSTRALIAN INSTITUTE of COMPANY DIRECTORS

T: +61 2 8248 6600

Level 12, Tower 3, Darling Park, 201 Sussex Street, Sydney NSW 2000

*Traditional land of the Gadigal people of the Eora Nation*

ABN 11 008 484 197

[www.aicd.com.au](http://www.aicd.com.au)

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**From:** [redacted]@aicd.com.au>  
**Sent:** Monday, 2 June 2025 1:04 PM  
**To:** Mayor Jos Mitchell  
**Subject:** AICD | Company Directors Course Assessment product information  
**Attachments:** CDC Assessment Guide 24-25 (4).pdf

You don't often get email from [redacted]@aicd.com.au. [Learn why this is important](#)

Good afternoon Jos,

Thank you for your time on the phone today. Please see the below pricing for the Company Directors Course assessment products:

CDC Assessment product pricing:

- \$760 to purchase all three outstanding assessment products

If you wish to purchase the assessment products, please email the National Assessments team directly at [assessment@aicd.com.au](mailto:assessment@aicd.com.au) or call 1300 739 119.

### Purchase assessment products

| Assessment Product | Quiz  | Assignment | Exam  |
|--------------------|-------|------------|-------|
| Fee                | \$120 | \$325      | \$315 |

Participants can purchase an individual or group of assessment products to complete their course. The assessment is the same as the original course and refers to the same set of course notes.

### Terms and conditions:

- The purchase(s) must be completed within two years of the original course end date (Self-paced – two years from the course start date).
- Each product comes with a 90-day assessment cycle.
- Each purchase includes two attempts. The resit attempt must be completed by the due date. The first attempt must take marking timeframes into consideration. The resit attempt does not need to factor in marking time.
- Participants are limited to a maximum of two purchases per assessment product.
- Only need to purchase products for assessment tasks not previously passed. Assessment products may be purchased and undertaken individually.
- The link to the Assessment Product Portal is located in the Assessment Hub. Alternatively, email [assessment@aicd.com.au](mailto:assessment@aicd.com.au) for the link. Once payment is made, you will be notified via email and assessment task/s will be activated within **two business days**.

Once you have purchased the assessment products, please advise back a suitable date/time for a TEAMS meeting for an assessment brief with me.

Kind regards,

Membership Partner - Development  
Engagement

AUSTRALIAN INSTITUTE of COMPANY DIRECTORS

T:

E:

Level 9, 123 Eagle Street, Brisbane QLD 4000

GPO Box 73, Brisbane QLD 4001 Australia

*Traditional Land of the Turrbal and the Jagera peoples*

ABN 11 008 484 197

[www.aicd.com.au](http://www.aicd.com.au)



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50  
years

Company Directors  
Course™

50 years of influential direction

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**From:** LGAQregistrations <LGAQregistrations@aicd.com.au>  
**Sent:** Thursday, 13 June 2024 9:07 AM  
**To:** [REDACTED]  
**Subject:** RE: AICD Company Directors Course - 23-27 September 2024

Wonderful thanks [REDACTED]

**LGAQregistrations**

AUSTRALIAN INSTITUTE of COMPANY DIRECTORS  
E: LGAQregistrations@aicd.com.au  
Level 12, Tower 3, Darling Park, 201 Sussex Street, Sydney NSW 2000  
*Traditional land of the Gadigal people of the Eora Nation*  
ABN 11 008 484 197  
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**From:** [REDACTED] <[REDACTED]@redland.qld.gov.au>  
**Sent:** Wednesday, June 12, 2024 4:50 PM  
**To:** LGAQregistrations <LGAQregistrations@aicd.com.au>  
**Subject:** RE: AICD Company Directors Course - 23-27 September 2024

Good afternoon [REDACTED]

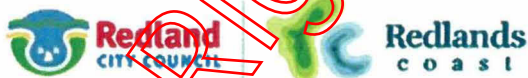
Please find attached the Participant Declaration signed by Mayor Jos Mitchell for the AICD Company Directors Course 23 – 27 September 2024.

Kind regards

**Personal Assistant to the Mayor**

Office of Mayor  
Redland City Council

P +617 3829 8623



I acknowledge the traditional custodians of the lands and seas where I work. I pay my respects to Elders, past, present and future

**From:** LGAQregistrations <LGAQregistrations@aicd.com.au>  
**Sent:** Wednesday, June 5, 2024 2:03 PM  
**To:** [REDACTED] <[REDACTED]@redland.qld.gov.au>  
**Subject:** RE: AICD Company Directors Course - 23-27 September 2024

Perfect thanks [REDACTED]

## LGAQregistrations

AUSTRALIAN INSTITUTE of COMPANY DIRECTORS  
E: LGAQregistrations@aicd.com.au  
18 Jamison Street, Sydney NSW 2000 Australia  
*Traditional land of the Gadigal people of the Eora Nation*  
ABN 11 008 484 197  
[www.aicd.com.au](http://www.aicd.com.au)



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**From:** [REDACTED] <[REDACTED]@redland.qld.gov.au>  
**Sent:** Wednesday, June 5, 2024 1:25 PM  
**To:** LGAQregistrations <LGAQregistrations@aicd.com.au>  
**Subject:** RE: AICD Company Directors Course - 23-27 September 2024

Hi [REDACTED]

Thank you for your email, I will arrange for Mayor Jos Mitchell to complete the declaration form and return to you as soon as possible.

The address for hard copy materials is Mayor's Office, Redland City Council, Bloomfield Street, Cleveland.

Kind regards

**Personal Assistant to the Mayor**  
Office of Mayor  
Redland City Council  
P +617 3829 8623



I acknowledge the traditional custodians of the lands and seas where I work. I pay my respects to Elders, past, present and future

**From:** LGAQregistrations <[LGAQregistrations@aicd.com.au](mailto:LGAQregistrations@aicd.com.au)>  
**Sent:** Wednesday, June 5, 2024 12:02 PM  
**To:** [REDACTED] <[\[REDACTED\]@redland.qld.gov.au](mailto:[REDACTED]@redland.qld.gov.au)>  
**Subject:** RE: AICD Company Directors Course - 23-27 September 2024

Hi [REDACTED]

Please see attached for the participant declaration form that needs to be completed for Joss Mitchell if you can please ask her to do so and send it back to me at your convenience.

And what is the best physical address for the hard copy materials to go to?

Thanks

[REDACTED]

**LGAQregistrations**

AUSTRALIAN INSTITUTE of COMPANY DIRECTORS  
E: [LGAQregistrations@aicd.com.au](mailto:LGAQregistrations@aicd.com.au)  
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**From:** [REDACTED] <[\[REDACTED\]@redland.qld.gov.au](mailto:[REDACTED]@redland.qld.gov.au)>  
**Sent:** Tuesday, May 7, 2024 8:59 AM  
**To:** LGAQregistrations <[LGAQregistrations@aicd.com.au](mailto:LGAQregistrations@aicd.com.au)>  
**Subject:** RE: AICD Company Directors Course - 23-27 September 2024

Thank you [REDACTED]

I look forward to hearing from you late June.

Kind regards

[REDACTED]

**Personal Assistant to the Mayor**  
Office of Mayor  
Redland City Council  
P +617 3829 8623



I acknowledge the traditional custodians of the lands and seas where I work. I pay my respects

to Elders, past, present and future

**From:** LGAQregistrations <LGAQregistrations@aicd.com.au>  
**Sent:** Tuesday, May 7, 2024 8:31 AM  
**To:** [REDACTED] <[REDACTED]@redland.qld.gov.au>  
**Subject:** RE: AICD Company Directors Course - 23-27 September 2024

Hi [REDACTED]

Thank you for your email and the message you left last Thursday [REDACTED]

Please note I am happy to add Joss's name to the list for September but that we are focussing on the June course right now so there isn't further information at this stage.

I will make a note to come back to you at the end of June.

Thanks

#### LGAQregistrations

AUSTRALIAN INSTITUTE of COMPANY DIRECTORS  
E: LGAQregistrations@aicd.com.au  
18 Jamison Street, Sydney NSW 2000 Australia  
*Traditional land of the Gadigal people of the Eora Nation*  
ABN 11 008 484 197  
[www.aicd.com.au](http://www.aicd.com.au)

      
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**From:** [REDACTED] <[REDACTED]@redland.qld.gov.au>  
**Sent:** Thursday, May 2, 2024 4:38 PM  
**To:** LGAQregistrations <LGAQregistrations@aicd.com.au>  
**Subject:** AICD Company Directors Course - 23-27 September 2024

Good afternoon [REDACTED]

I would like to register Mayor Jos Mitchell for the AICD Company Directors Course in September 2024.

Could you please advise the process for registration.

Kind regards

[REDACTED]  
**Personal Assistant to the Mayor**  
Office of Mayor  
Redland City Council



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Right to Information Release

## Company Directors Course™

### Participant Declaration

#### Assessment

1. I understand that I will have the option to achieve the Company Directors Course Certificate and to do so I will need to successfully complete the optional assessment in accordance with AICD's Assessment Guidelines available here: <https://aicd.companydirectors.com.au/-/media/cd2/resources/courses/courses-for-the-director/company-directors-course/pdf/cdc-participant-assessment-guide-2021.ashx>
2. I acknowledge and agree that my assessment results will be final and binding and I am not entitled to enter into any review or dispute resolution process other than to the extent provided for in the Course Assessment Guidelines, a copy of which has been provided to me.

#### Privacy

1. I authorise and consent to the Local Government Association of Queensland disclosing my personal information including but not limited to my full name, email address and postal address to the AICD and any other information about my participation in the course that the AICD would reasonably need to know or be made aware of.
2. I understand that both the Local Government Association of Queensland and the AICD will collect and handle my personal information in accordance with their respective privacy policies available as follows:
  - On the AICD's website: <https://aicd.companydirectors.com.au/global/privacy>; and
  - On the Local Government Association of Queensland's website: <https://www.lgaq.qs.nsw.gov.au/>

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_