



# **Croydon Shire Council**

**Agenda**

**Ordinary Meeting 21 May 2026**



# Croydon Shire Council

Agenda of Ordinary Meeting to be held at the Croydon Shire Council Chambers on 21 May 2026 at 9:30am.

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The meeting commenced at \_\_\_\_\_ am.

## 1. Attendance

## 2. Attendance by audio link or audio-visual link

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

## 3. Apologies

## 4. Confirmation of Minutes

### Recommendation

That the minutes of the Ordinary Meeting held 16 April 2026 be confirmed.  
Refer Attachment Number 1

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

## 5. Business arising from Minutes of previous meeting.

## 6. Notice of Intention to Propose a Repeal.

**Subject:** Repeal – 2025 DRFA Restoration Works Packages (RFT20-24)

**Meeting Date:** Ordinary Meeting, Thursday 21 May 2026

**Author:** Chief Executive Officer

### **RESOLUTION**

That Council resolve to repeal Resolution 2 of agenda item 5.1.2 made at the 14 May 2026 Special Meeting

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

### **RESOLUTION**

That Council resolve to repeal Resolution 3 of agenda item 5.1.3 made at the 14 May 2026 Special Meeting of Council

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

## 6.1 2025 DRFA Restoration Works Packages (RFT20-24)

### 6.1.1 RFT21 – Package 1

#### **RESOLUTION**

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

### 6.1.2 RFT22 – Package 2

#### **RESOLUTION**

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

## 7. Officer's Reports

### 7.1 Chief Executive Officer Reports

#### 7.1.1 Council Update

**Subject:** April Information Report

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 12 May 2026

Meetings were held with the following:

- rPPP project meetings continuing with technical reports providing invaluable for both applying for funding and updating our LRAP.
- Community Recovery funding – application status – declined.
- Jubilee Metals – accommodation update.
- Hardy Town Planning – numerous Development applications to come to Council at a later date.

**Business Unit:** Croydon WHS Performance Report

**Reporting period:** April 2026

**Author:** Terry Simons

<b>General Update on WHS Management</b>
<b>WHS Management WHS Management System</b> WHS Policy and Procedure Reviews are ongoing. HS Management System audit scheduled for 18-20 May 2026 and preparation work is ongoing Pest Management Technician training is scheduled for late July and Council employees will be selected to undertake the training.
<b>WHS Issues for Escalating</b>
Reviews are underway for a number of WHS policies that fall due in the first half of 2026. As they are completed, they will be prepared for Council to consider.

### **RESOLUTION**

That Council accepts the April Report as presented.

Moved Seconded
All in favour Resolution No.

## **7.1.2 Croydon Precinct Growth Plan – Masterplan 2026 – amendment to Residential and Industrial Expansion Project Plans**

**Attachments** Briefing Report dated 17 May 2026  
Refer Attachment Number 2

**Author:** Nick Hardy, Hardy Town Planning and Consulting

**Date:** 18 May 2026

### **Resolutions**

That Council adopts the amendments to Figure 1 – Expansion Areas and Figure 2 – Vacant and Under-utilised Township Lot Areas as presented

### **Executive Summary**

Following further detailed Engineering and Town Planning investigations undertaken for Stage 2, a review of the Residential, Industrial and Township Expansion Areas was undertaken. This review identified the need to amend the extent of the Expansion Areas.

### **Recommendation**

Based on further Engineering and Town Planning investigations undertaken as part of Phase 2 for the Masterplan, it is recommended that Figure 1 – Expansion Areas and Figure 2 – Vacant and Under-utilised Township Lot Areas be amended.

### **Consultation (internal/ external)**

Corporate Plan 2022-2027.

Consistent with the intent of the Plan to allow for sustainable development and urban expansion of the Township.

### **Relationship to Corporate and Operational Plans**

Croydon Growth Precinct Plan

Amendments result from further investigations undertaken as part of Phase 2.

### **Policy Implications**

Nil

### **Legislative/ Legal Implications**

Negligible

The expansion areas are subject to further detailed investigations and consultation as part of the future amendments to the Town Planning Scheme.

### **Risk Management Implications**

Negligible

Proposed amendments are within the scope of Phase 2 and are in response to detailed site inspections and Engineering and Town Planning assessment.

### **Financial and Resource Implications**

Negligible

Amendment costs included as part of the Phase 2 Project funding.

## **RESOLUTION**

That Council adopts the amendments to Figure 1 – Expansion Areas and Figure 2 – Vacant and Under-utilised Township Lot Areas as presented for the Croydon Precinct Growth Plan – Masterplan 2026

Moved  
Seconded

All in favour  
Resolution No.

### **7.1.3 Croydon Caravan Park**

**Business Unit:** Croydon Caravan Park

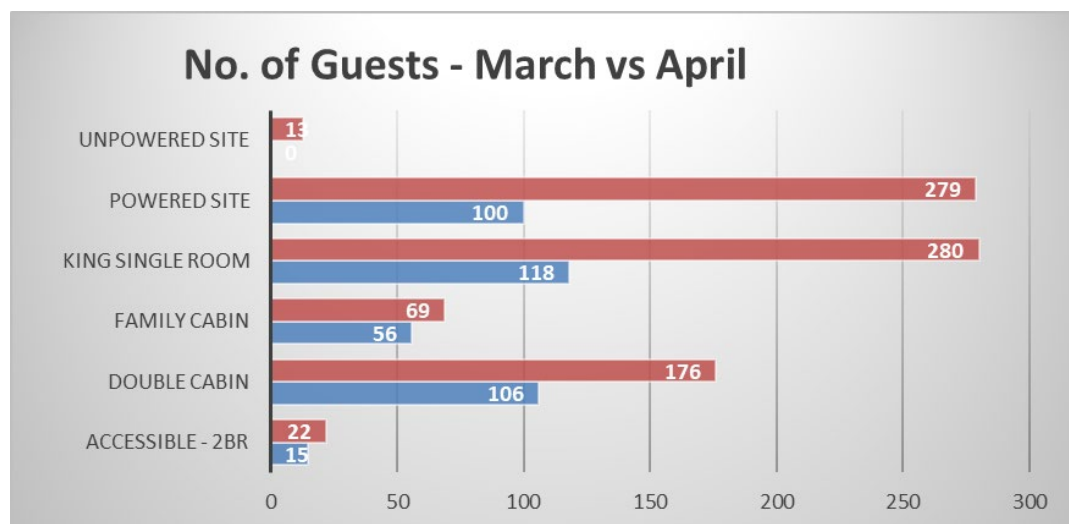
**Reporting period:** April 2026

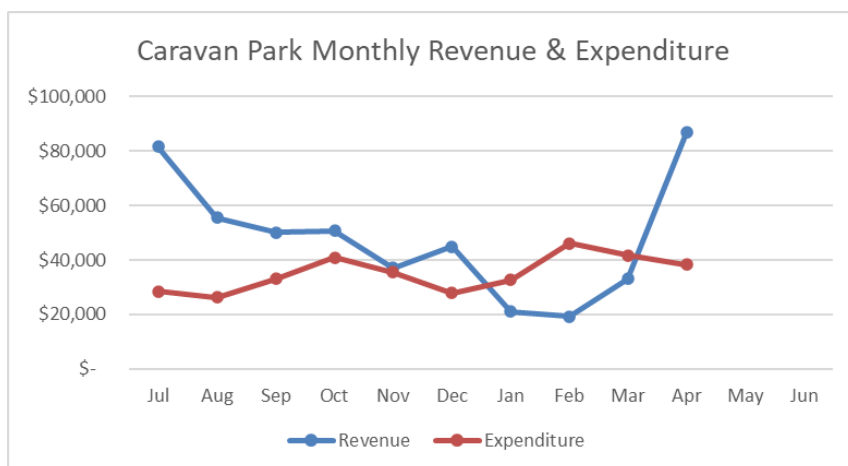
**Attachments:** Nil

**Author:** Caravan Park Manager

#### **Occupancy Statistical Data:**

<b>Number of Guests</b>	<b>March</b>	<b>April</b>
Accessible - 2BR	15	22
Double Cabin	106	176
Family Cabin	56	69
King Single Room	118	280
Powered Site	100	279
Unpowered Site	0	13
<b>Total</b>	<b>395</b>	<b>839</b>





Note: Expenditure does not include rates and depreciation expenses.

**Issues/Comments:** Occupancy is substantially up compared to this time last year due to the mine workers settling in. This will increase the revenue temporarily and cover any reduction in tourists that may reduce their travelling due to high fuel costs

### **RESOLUTION**

That Council accepts the monthly Caravan Park report for the period ending 30 April 2026.

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

### **7.1.4 Councillor Conference and Meeting Schedule 2026**

Below is a Councillor Conference and Meeting Schedule for 2026. The schedule will be updated monthly to reflect Councillor movements and assist in coordinating travel requirements.

Date	Conference / Meeting	Attendance
21 May	Croydon Shire Council Ordinary Meeting	All Councillors
26-28 May	Bush Council Convention Longreach	All Councillors
5 June	NWQROC - Zoom	Mayor, Deputy, CEO
18 June	Croydon Shire Council Ordinary Meeting	All Councillors
2 July	FNQROC – Cairns	Mayor, Deputy, CEO
3 July	NWQROC – Zoom	Mayor, Deputy, CEO
16 July	Croydon Shire Council Ordinary Meeting	All Councillors
12/13 Aug	NWQROC - TBC	Mayor, Deputy, CEO
20 Aug	Croydon Shire Council Ordinary Meeting	All Councillors
25-27 Aug	WQAC Assembly – The Bush comes to Brisbane	Mayor, Deputy, CEO, All Councillors
3 Sept	FNQROC – Port Douglas	Mayor, Deputy, CEO
4 Sept	NWQROC – Zoom	Mayor, Deputy, CEO
17 Sept	Croydon Shire Council Ordinary Meeting	All Councillors

15 Oct	Croydon Shire Council Ordinary Meeting	All Councillors
19 Oct	NWQROC - Cairns	Mayor, Deputy, CEO
19 -21 Oct	LGAQ Annual Conference Cairns	All Councillors
5 Nov	FNQROC – Cairns	Mayor, Deputy, CEO
6 Nov	NWQROC – Zoom	Mayor, Deputy, CEO
19 Nov	Croydon Shire Council Ordinary Meeting	All Councillors
2/3 Dec	NWQROC – TBC	Mayor, Deputy, CEO
18 Dec	Croydon Shire Council Ordinary Meeting	All Councillors

## 7.2 Infrastructure Managers Report

### 7.2.1 Infrastructure Report

<b>Business Unit:</b>	Infrastructure Department
<b>Reporting Period:</b>	April 2026
<b>Attachments:</b>	Nil
<b>Author:</b>	Daniel Dixon, Director Infrastructure

#### Main Roads

##### **2024-2026 Road Maintenance Performance Contract (RMPC)**

- Routine maintenance and regular inspections ongoing
- Shoulder repair works scheduled for May on Georgetown Rd

#### DRFA Works

- Emergency Works in full swing. Scattered rain has impacted in outlying roads
- Both Contractors and Council teams working across network
- 2024/25 work packages commenced

#### Transport Infrastructure Development Scheme (TIDS)

- Application approved by the RRG TC for a further 3km of Richmond Road to be stabilised and sealed (CH 154.97 – CH157.97). Works to be completed before 30 Jun 2026.
- Contractors engaged with Council crew preparing section of road for stabilisation and seal

#### Roads to Recovery (R2R)

- Approval granted for all R2R monies to be received in 2026/27 financial year \$3,902,620 which will be used for sealing works on Richmond Road – missing link.
- Geotech planned to inform pavement design

#### Shire Roads Upgrades

- Town roads – ongoing. Drainage works - require attention in areas that were inundated with water from heavy falls.

## **Water and Town Infrastructure**

### **Town crew for the month have completed:**

- Maintenance of all parks and gardens when weather has permitted.
- Preparation of facilities for hire/training.
- Lighting project finished at Anzac Park
- Plumbing and septic works completed at Rodeo grounds
- New grandstand installation completed

### **Water**

- All sampling has been completed. Chlorate exceedance across reticulation network (retesting in May)
- Minor water leaks were attended to promptly.
- Works Area 3 – Alldridge Street water main upgrade – tender awarded to Savannah Plumbing, works proposed underway with final testing and connection to happen in May

### **Tender Evaluations**

- Tenders evaluated for 2026 DRFA works, with recommendations provided to Council
  - RFT20 – Gravel Production
  - RFT21 – North and Northwest Roads
  - RFT22 – Central Roads
  - RFT23 – South and Southwest Roads
  - RFT24 – Esmerelda Crossing
  - RFT25 – Claraville Crossing

### **Forward Planning Works Schedule**

- Shire Roads DRFA Emergency Works.
- Shire Roads DRFA REPA Works.
- Emergency Works on 92B – Croydon-Georgetown Road.
- Capital budget planning
- Bike trail shed installation
- Roof replacement at Library
- Painting of School house and Police station roof
- Protective seal of town mural
- Close out of lighting upgrades at Airport
- Re-seal of runway and apron at Airport

## **RESOLUTION**

That Council accepts the Infrastructure Department information report as presented.

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

## 7.3 Community, Tourism and Marketing Reports

### 7.3.1 Community, Tourism and Marketing Reports

**Business Unit:** Community, Tourism and Marketing

**Attachments:** Nil

**Reporting period:** April 2026

**Author:** Sonya Frost – Director Community, Tourism & Marketing

#### **Tourist Numbers:**

	<b>April 2026</b>	<b>April 2025</b>
Total Tourists	95	176
Racecourse Rest Campers	19	21
Buses	18	12
Overseas travellers	11	19
Free Walking Tour	0	-

#### **Tourism**

Delayed opening weekends due to the fuel crisis.

Plan to open as at the weekend of 16 – 17 May 10am to 2pm only.

Will re assess throughout the month if we need to open longer hours.

#### **Heritage Buildings**

We are now opening Police Residence and Police Station as these were not vandalised like other buildings.

The front of the Courthouse was also not vandalised, once this has been cleaned we will open the front of the Courthouse too.

#### **Library:**

The new roof is planned to be replaced in May.

#### **Community Support Officer**

Was advertised and appointing soon.

#### **Library Stats: April 2026**

135 library visits/enquiries/transactions

39 library loans/renewals

12 new library memberships

10 Saturday mornings – Closed for two, Easter & ANZAC day

#### **Funerals:**

There was one funeral in April

#### **Swimming Pool:**

Now closed for the season

#### **Gym:**

Lots of new members coming through from Jubilee contractors.

They have been informed to come early from 3.45am to not disrupt our locals too much.

## Stats for Gym

	April 2026	March 2026
Attendance	93	191
New Members	14	8

## Childcare

Have advertised for new Educator due to same day resignation of recently appointed Educator.

Community Support Officer and Tourism Officer have been filling in for lunches where they can.

The department come through on 30 April doing their spot checks and audit.

## Heritage Festival

New sponsorship has come on board, \$3,000 from Northlane Consulting Engineers. Plans for the festival are coming along well.

## May Events:

- 7 May - Trivia Night
- 8 - 10 May – Cairns Expo
- 9 May – Mother’s Day Markets
- 15 May – National Families Week, Movie & Sausage sizzle at library
- 17 May – Water colour workshop
- 27 May – QSBM Digital – Building financial stability for small businesses webinar
- 30 – 31 May – Seniors Trip - Cobbold Gorge

## Upcoming Events:

- 4 June – Trivia Night
- 6 June - Macrame
- 20 – 26 June – Heritage Festival

## RESOLUTION

That Council accepts the Community, Tourism and Marketing information report as presented.

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

### 7.3.2 Childcare Report

**Business Unit:** Croydon Childcare Centre  
**Reporting Period:** Mid-April 2026 to Mid-May 2026  
**Attachments:** Nil  
**Author:** Neha, Childcare Director, Croydon Childcare Centre

<b>Attendance figures/statistics:</b>	
Long Day Care Non-Kindy Days	14 Children (9 months – 4 years)
Long Day Care Kindy Days	12 Children (9 months – 4 years)
After School Care	6 Children (4 – 10 years)
Vacation Care	4 Children (5 - 10 years)

Reporting period September	Number of children attending per day					Average per day
	Mon	Tues	Wed	Thurs	Fri	
13/04/26 – 19/04/26	8	8	11	12	RDO	12
20/04/26 – 26/04/26	12	11	9	7	8	9
27/04/26 – 03/05//26	10	11	9	7	RDO	13
04/05/26 – 10/05/26	PH	10	9	8	8	8
11/05/26 - 17/05/26	7	6	8	8	RDO	8

<b>Major activities this reporting period</b>
<ul style="list-style-type: none"> <li>• Croydon Childcare Centre has advertised the educator role.</li> <li>• Swipe cards have been activated for entry into the Centre for existing families.</li> <li>• The entire outdoor veranda at the Centre has been scrubbed.</li> <li>• Indoor compliance checks have been conducted, and more safety and compliance jobs have been logged.</li> <li>• The spot check from the department took place this month.</li> <li>• Communication has been sent to the parents individually.</li> <li>• Staff completed child protection training</li> <li>• The Centre has been focusing on strengthening child safety and protection policies and formalizing the written process for digital device management.</li> <li>• The parent account has been corrected.</li> <li>• New Centre compliance items have been ordered.</li> </ul>
<b>Activities/reporting scheduled</b>
<ul style="list-style-type: none"> <li>• Children participated in an incursion run by the library team.</li> <li>• Children engaged in a range of activities at the Centre, including sensory exploration, schemas of play, water play, arts and crafts, and physical activities.</li> <li>• The staff have been focusing on connecting with children, maintaining slow routines, and supporting smooth and flexible transitions throughout the day.</li> </ul>

## **RESOLUTION**

That Council accepts the Childcare information report as presented.

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

## **7.4 Corporate Services Reports**

### **7.4.1 Finance Report**

**Attachments:** Financial Report Summary 2025-2026  
Refer Attachment Number 3

**Author:** Stephen Frost, Director Corporate Services

**Date:** 12 May 2026

#### **Executive Summary**

The financial report as 30 April 2026 which summarises the financial performance and financial position is presented to Council.

#### **Recommendation**

That Council receives the monthly financial report for the period ending 30 April 2026.

#### **Financial Report:**

The financial report compares actual performance to date with the Council's adopted 2025-2026 budget and provides information, any budget variances, or financial risks/concerns.

Financial information provided in this report comprises of:

1. Summary of the Statement of Comprehensive Income (Profit & Loss) provides the total revenue versus expenditure which gives the operating result.
2. Statement of Financial Position (Balance Sheet) discloses the net community equity of Council, which represents its wealth as measured by total assets less liabilities.
3. Summary of Cash Position i.e.; how much cash is held in Council's bank account or invested in QTC (Queensland Treasury Corporation).
4. Capital Works program expenditure report (please refer attachment).

## **RESOLUTION**

That Council accepts the Corporate Services monthly Financial Report for the period ending 30 April 2026.

Moved Cr  
Seconded Cr

All in favour Yes/No  
Resolution No.

## 7.4.2 Corporate Services Manager's Report

<b>Business Unit:</b>	Corporate Services
<b>Reporting Period:</b>	April 2026 (Completed 12 May 2026)
<b>Attachments:</b>	Nil
<b>Author:</b>	Stephen Frost, Director Corporate Services

### Human Resources

New Starters/Offers – April 2026	New Starters/Offers – May 2026 onwards
Admin/reception – 1 April Director Infrastructure – 13 April	Plant Operator – Casual x 3 Parks and Gardens Labourer – Casual x 2 Admin/Reception Officer - PT 11 May Finance/Admin officer - FT 18 May WHSa – FT 18 May Community Support Officer – 12 May

Resignations April 2026	Resignations May 2026 onwards
Community Support Officer Casual Plant Operator x 2 Childcare Educator	Water Treatment Operator Records Officer

Current/Upcoming Vacancies	
Position	Notes
Water Treatment Plant Operator	Closed
Childcare Educator	Closes 27 May
Maintenance And Works Supervisor	Closes 25 May
Records Officer	Shortlisting and Interviews
Traineeship opportunities	Interviews – 2 more positions vacant

### Employee Assistance Program

- Monthly updates/newsletters issued.

### Information Technology

- Systems operating to satisfactory levels for April 2026
- Enterprise System – Tender closed and evaluation underway.
- IT Managed Service provider – Tender finalised. Tabled at Special Meeting May 2026.
- CCTV/Comms – Replacement equipment completed. Additional CCTV being installed May 2026 at Lake Belmore and Airport

### Records Management

- Records continue to be updated as required.
  - 143508 records in BCS (Business Classification Scheme) and Data works libraries
  - 35261 in other libraries
  - 881 new document registrations into BCS – April 2026

## Local Disaster Management Group

- LDMG moved to Stand Down 14 April 2026

## Return to Work/Rehabilitation

- 0 new claim

## QGAP

- Functioning in line with expectations, with 3 x new staff trained

## Staff Housing

- Current vacancies - NIL
  - 78 Sircom St – Insurance assessment completed and work authorised to proceed ASAP.
  - All staff housing has been allocated to positions

## Information Privacy/Right to Information

- No new requests or changes

## RESOLUTION

That Council accepts the Corporate Services information report as presented.

Moved Seconded  All in favour Resolution No.
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### 7.4.3 Register of Delegations (Council to CEO)

<b>Subject</b>	Register of Delegations (Council to CEO)
<b>Attachments</b>	Nil.
<b>Author:</b>	Chief Executive Officer
<b>Date:</b>	16 April 2026

## RESOLUTION

**Pursuant to section 257 of the *Local Government Act 2009 (Qld)*, Council resolves to adopt Delegations Register – Council to CEO, as presented.**

### Executive Summary

Pursuant to section 260 of the *Local Government Act 2009 (Qld)* (“the LGA”), the Chief Executive Officer must establish a register of delegations that contains the particulars prescribed under Regulation. Those particulars are in the form.

The Register reflects legislative amendments and new delegations current as at May 2026.

The Register has been comprehensively updated and reflects legislative amendments and new delegations up to and including May 2026.

Council may, by resolution, delegate a power under the LGA or another Act, to:

- (a) The mayor
- (b) The CEO
- (c) A standing committee, or joint standing committee, of the Council
- (d) The chairperson of a standing committee, or joint standing committee, of the Council
- (e) Another local government, for the purposes of a joint government activity.

To ensure the compliant exercise of powers by the Executive arm of Council in the administration of its statutory responsibilities, this Delegations Register details all powers delegated by Council to CEO.

The delegations of power pursuant to this Delegations Register – Council to CEO, are conditional upon the Guiding Principles set out therein, continuing to be met.

This Delegations Register should be reviewed annually by Council.

### **Recommendation**

That the Register of Delegations (Council to CEO) be approved by Council.

### **Consultation (internal/external)**

Chief Executive Officer and legal advisors.

### **Relationship to Corporate and Operational Plans**

Enables statutory powers to be exercised by the CEO to facilitate completion of Corporate/ Operational Plan objectives.

### **Policy Implications**

Strengthening governance frameworks.

### **Legislative / Legal Implications**

Compliance.

### **Risk Management Implications**

Improves ability to manage risk.

### **Financial and Resource Implications**

NIL.

### **RESOLUTION**

That the Register of Delegations (Council to CEO) be approved by Council.

Moved  
Seconded

All in favour  
Resolution No.

## 7.4.4 Adoption of Data Breach Statutory Policy

<b>Subject</b>	Adoption of Data Breach Statutory Policy
<b>Attachments</b>	Data Breach Statutory Policy Refer Attachment Number 4
<b>Author:</b>	Stephen Frost, Director of Corporate Services

**Date:** 21 May 2026

### **RESOLUTION**

***That Council adopt the following Statutory Policy:***

#### ***1. Data Breach Statutory Policy***

##### **Executive Summary**

Council is asked to adopt a new Data Breach Statutory Policy to comply with the Mandatory Notification of Data Breach scheme, which applies to Queensland local governments from 1 July 2026 under Chapter 3A of the *Information Privacy Act 2009* (Qld).

##### **Recommendation**

That Council adopt the following Statutory Policy:

#### **1. Data Breach Statutory Policy**

##### **Executive Summary**

The Mandatory Notification of Data Breach (MNDB) scheme applies to Queensland local governments from 1 July 2026.

The scheme commenced for Queensland Government agencies on 1 July 2025, with a 12-month transition applied to local government to mitigate the resourcing and compliance costs for the sector. Council must have its data breach policy and operational arrangements in place by 1 July 2026.

Under the MNDB scheme, Council must:

- immediately take all reasonable steps to contain a data breach and mitigate any resulting harm
- assess, within 30 days, whether a suspected data breach is an Eligible Data Breach (one that is likely to result in serious harm)
- give written notice to any other agency that may be affected by the breach
- notify the Office of the Information Commissioner and affected individuals of an Eligible Data Breach, unless an exemption applies
- maintain a Register of Eligible Data Breaches
- prepare and publish a Data Breach Policy on an accessible Council website.

The Data Breach Statutory Policy sets out Council's approach to preparing for, identifying, containing, assessing, notifying and reviewing data breaches, including Eligible Data Breaches.

The policy:

- establishes a six-stage response process (Preparation, Identification, Containment and Mitigation, Assessment, Notification, and Post-Breach Review)
- identifies the Chief Executive Officer as Responsible Officer, with provision to convene a Data Breach Response Team for medium and high risk breaches

- includes a risk assessment framework that informs whether a breach is treated as low, medium or high risk
- specifies the content of the Register of Eligible Data Breaches consistent with section 72 of the *Information Privacy Act 2009* (Qld)
- aligns with Council's ICT security policies and with recordkeeping obligations under the *Public Records Act 2023* (Qld).

Once adopted, the policy will be published on Council's website in accordance with section 73 of the *Information Privacy Act 2009* (Qld) and will be reviewed at least annually, or following any significant data breach.

#### **Consultation (internal/external)**

Chief Executive Officer

External legal advisor

#### **Relationship to Corporate and Operational Plans**

Corporate Plan 2022-2027

Theme 3 – Corporate Governance and Leadership – 3.2.1 Council applies the principles of accountability, transparency, integrity, leadership and social equity to its decision making and ensures appropriate systems are in place to ensure compliance with these principles.

#### **Policy Implications**

Adoption establishes Council's framework for compliance with the Mandatory Notification of Data Breach scheme and reinforces broader information governance and privacy management.

#### **Legislative / Legal Implications**

Adoption is necessary for Council to comply with Chapter 3A of the *Information Privacy Act 2009* (Qld), including the obligation under section 73 to prepare and publish a Data Breach Policy on an accessible Council website. The policy supports compliance with related obligations under the *Public Records Act 2023* (Qld) and the *Human Rights Act 2019* (Qld).

#### **Risk Management Implications**

The policy strengthens Council's ability to identify, contain and respond to data breaches in a timely and consistent manner, meet its statutory notification obligations, and reduce the likelihood and impact of future breaches through preparedness, training and continuous improvement. Non-adoption would leave Council exposed to non-compliance with the MNDB scheme and to reputational risk in the event of a data breach.

#### **Financial and Resource Implications**

NIL for adoption. Implementation will be supported through existing operational budgets, including staff training delivered as part of induction and annual security awareness activities.

#### **RESOLUTION**

That Council adopt the Data Breach Statutory Policy as presented.

Moved  
Seconded

All in favour  
Resolution No.

- 8. Matters of which notice has been given.**
  
- 9. Business which the Mayor wishes to have considered at the meeting without notice.**
  
- 10. Meeting Close**

The meeting closed at \_\_\_\_\_



# **Croydon Shire Council**

**Unconfirmed Minutes**

**Ordinary Meeting 16 April 2026**

**Croydon Shire Council**



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6.3.1 Community, Tourism and Marketing Report.....	5
6.3.2 Childcare Report.....	6
<b>6.4 Corporate Services Manager's Reports.....</b>	<b>6</b>
6.4.1 Finance Report .....	6
6.4.2 Operational Plan 2025-2026 – 3 <sup>rd</sup> Quarter Review .....	7
6.4.3 Interim Extension of the ICT Managed Services Agreement (MSA) .....	7
6.4.4 Corporate Services Managers Report.....	7
6.4.5 Policy Refresh (April 2026) .....	7
<b>7. Matters of which notice has been given.....</b>	<b>8</b>
<b>8. Business which the Mayor wishes to have considered at the meeting without notice. ....</b>	<b>8</b>
<b>9. Meeting Close .....</b>	<b>8</b>

Prior to commencement of the Meeting, Jubilee Metals gave an update to Councillors followed by Esmeralda Graphite Mine Social Impact Assessment Presentation.

The meeting commenced at 11:17am.

## **1. Attendance**

Cr TJ Pickering (Chair)

Cr J Evans

Cr AL Pickering

Cr W Bing Chew

Cr LH Pickering

Jacqui Cresswell – Chief Executive Officer

Janette Neander – Office Manager/Executive Assistant

### Attendance

Stephen Frost, Director Corporate Services entered the room at 11:17am.

## **2. Attendance by audio link or audio-visual link**

Nil.

## **3. Apologies**

Nil.

## **4. Confirmation of Minutes**

Moved Cr LH Pickering  
Seconded Cr W Bing Chew

That the minutes of the Ordinary Meeting held 19 March 2026 be confirmed.

All in favour Yes  
Resolution No. 01-05/2026

## **5. Business arising from Minutes of previous meeting.**

Nil.

## **6. Officer's Reports**

### **6.1 Chief Executive Officer Reports**

Moved Cr TJ Pickering  
Seconded Cr LH Pickering

Councillors to receive Superannuation as per Local Government recommendation from 1 July 2026.

All in favour 4 Yes / 1 No  
Resolution No. 02-05/2026

#### **6.1.1 Council Update**

Moved Cr TJ Pickering  
Seconded Cr LH Pickering

That the Council Update for March 2026 be received.

All in favour Yes  
Resolution No. 03-05/2026

#### **6.1.2 Work Health and Safety Policy Review**

Moved Cr W Bing Chew  
Seconded Cr J Evans

That Council adopts the Work Health and Safety Policy as presented

All in favour Yes  
Resolution No. 04-05/2026

#### **6.1.3 Croydon Caravan Park**

Moved Cr AL Pickering  
Seconded Cr LH Pickering

That the Caravan Park Report for March 2026 be received.

All in favour Yes  
Resolution No. 05-05/2026

#### **6.1.4 Councillor Conference and Meeting Schedule 2026**

Noted

### Attendance

Stephen Frost, Director Corporate Services left the room at 11:52am

George Coxhead, Depot Manager entered the room at 12:05pm

Daniel Dixon, Director of Infrastructure, entered the room at 12:05pm

## **6.2 Infrastructure Managers Report**

### **6.2.1 Infrastructure Report**

Moved Cr TJ Pickering  
Seconded Cr W Bing Chew

That the Infrastructure Managers Report for March 2026 be received.

All in favour Yes

Resolution No. 06-05/2026

### Attendance

George Coxhead, Depot Manager left the room at 12:23pm.

Daniel Dixon, Director of Infrastructure, left the room at 12:23pm.

### Attendance

Cr Wayne Bing Chew left the room at 12:30pm

### Attendance

Sonya Frost, Director Community, Tourism & Marketing entered the room at 12:31pm.

### Attendance

Cr Wayne Bing Chew entered the room at 12:37pm

## **6.3 Community, Tourism and Marketing Managers Report**

### **6.3.1 Community, Tourism and Marketing Report**

#### Action Item

Director Community, Tourism and Marketing to arrange for Time Capsule from 1986 to be opened at this year's Heritage Festival and arrange for a new Time Capsule to be created.  
Councillors to write a short passage to be included in the new time capsule.

#### Action Item

Director Community, Tourism and Marketing to arrange for a sign to be put up at Racecourse Rest during this years Rodeo advising tourists/competitors to be separated within Racecourse Rest and to be mindful of horses moving through the camp area.

Moved Cr J Evans  
Seconded Cr W Bing Chew

That the Community, Tourism and Marketing Report for March 2026 be received.

All in favour Yes  
Resolution No. 07-05/2026

### **6.3.2 Childcare Report**

Moved Cr AL Pickering  
Seconded Cr TJ Pickering

That the Childcare Report for March 2026 be received.

All in favour Yes  
Resolution No. 8-05/2026

#### Attendance

Sonya Frost, Director Community, Tourism and Marketing left the room at 1:06pm.

#### Adjournment

The Meeting adjourned for lunch at 1:07pm  
The meeting resumed at 2:01pm.

#### Attendance

Stephen Frost, Director Corporate Services entered the room at 2:01pm

## **6.4 Corporate Services Manager's Reports**

### **6.4.1 Finance Report**

Moved Cr TJ Pickering  
Seconded Cr LH Pickering

That the Finance Report for the period ending 31 March 2026 be received.

All in favour Yes  
Resolution No. 9-05/2026

#### **6.4.2 Operational Plan 2025-2026 – 3<sup>rd</sup> Quarter Review**

Moved Cr J Evans  
Seconded Cr W Bing Chew

That Council receives the 2025-2026 Operational Plan Q3 review for the period ending 31 March 2026.

All in favour Yes  
Resolution No. 10-05/2026

#### **6.4.3 Interim Extension of the ICT Managed Services Agreement (MSA)**

Moved Cr AL Pickering  
Seconded Cr J Evans

That Council approves an interim extension of the ICT Managed Services Agreement with Fourier technologies Pty Ltd to end 31 August 2026.

All in favour Yes  
Resolution No. 11-05/2026

#### **6.4.4 Corporate Services Managers Report**

Moved Cr TJ Pickering  
Seconded Cr LH Pickering

That the Corporate Services Monthly Report for March 2026 be received

All in favour Yes  
Resolution No. 12-05/2026

#### **6.4.5 Policy Refresh (April 2026)**

Moved Cr AL Pickering  
Seconded Cr LH Pickering

That Council adopts the Debt Recovery Strategic Policy and Discretionary Debt Relief Strategic Policies including the agreed changes and also adopts the Model Meeting Procedures (March 2026 - POL STAT 01) and the Best Practice Example Standing Orders for Local Governments and Standing Committee Meetings(March 2026 – POL STAT 02), as presented.

All in favour Yes  
Resolution No. 13-05/2026

#### Attendance

Stephen Frost, Director Corporate Services let the room at 2:54pm.

**7. Matters of which notice has been given.**

Nil.

**8. Business which the Mayor wishes to have considered at the meeting without notice.**

Nil

**9. Meeting Close**

The meeting closed at 2:56pm.

---

**Cr TJ Pickering**

**Mayor**

**CROYDON PRECINCT GROWTH PLAN – MASTERPLAN 2026****AMENDMENT TO RESIDENTIAL AND INDUSTRIAL EXPANSION PROJECT PLANS (PHASE 2)**

---

**1.00 BACKGROUND**

The following matters are noted as background:-

- a) the Masterplan document (Phase 1) was considered and endorsed at the Ordinary Meeting on 19 March 2026;
- b) the scope of the Masterplan investigations (Phase 2) was expanded to include:-
  - i) additional detailed engineering investigations;
  - ii) further detailed review of the Residential, Industrial and Township Expansion Areas based on engineering investigations;
  - iii) refinement of the Town Planning investigations and recommendations based on the findings from the engineering investigations;
- c) the outcome of the additional investigations as part of Phase 2 identifies the need to remove or reduce selected Residential and Township Expansion Areas and the expansion of an area north of Elizabeth Street (RES1). The changes require the adoption of amended Maps for inclusion within the Master Plan by Council.
- d) It is also necessary to renumber the Concept Plan references shown by Figure 1 – Expansion Areas and Figure 2 – Vacant and Under-utilised Township Lot Areas;

**2.00 PHASE 2 REVIEW**

The review of the Expansion Areas identified as part of Phase 2 included:-

- a) joint site inspection by Erscon Consulting Engineers and Hardy Town Planning and Consulting on 13 and 14 April 2026;
- b) identification of development constraints and opportunities based further knowledge on flooding / water logging, access and the Queensland Rail corridor;
- c) further consideration was given the presence of surface rock within the existing Township Area.

**3.00 REQUIRED CHANGES TO PLANS**

The recommended changes to Figure 1 – Expansion Areas are shown by the plans attached as **Appendix A** and include the following:-

- a) plan showing the Expansion Areas adopted at the Council Meeting on 19 March 2026;
- b) plan with annotations showing the recommended reduction, increase or exclusion of Expansion Areas;
- c) recommended Amended Plan (dated May 2026) to be adopted by Council.

This plan also includes renumbering of the Concept Plan Areas.

The recommended changes to Figure 2 – Vacant and Under-utilised Township Lot Areas Plan (dated May 2026) are shown by the Plan attached as **Appendix B**. The changes to this plan are limited to the renumbering of the Concept Plan Areas.

The following matters are also confirmed:-

- a) no changes are required to be made to the text within the project summary as part of the Master Plan;
- b) the changed Figure 1 and Figure 2 will also be included in the Township Workstream Report and the Engineering Workstream Report.

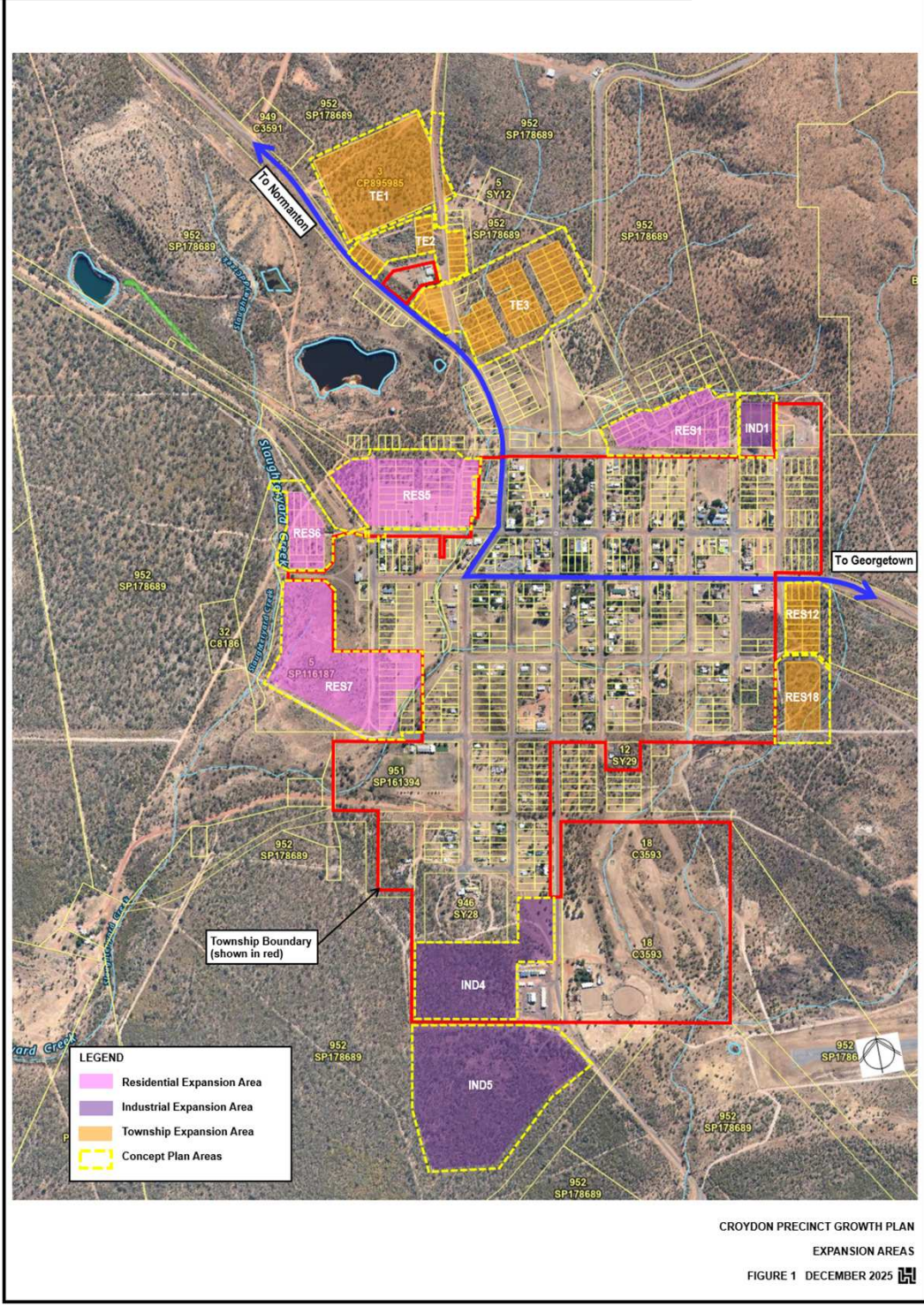
#### **4.00 RECOMMENDATION**

It is recommended that Council adopt the amended **Figure 1 – Expansion Areas** (dated May 2026) and **Figure 2 – Vacant and Under-utilised Township Lot Areas** (dated May 2026).

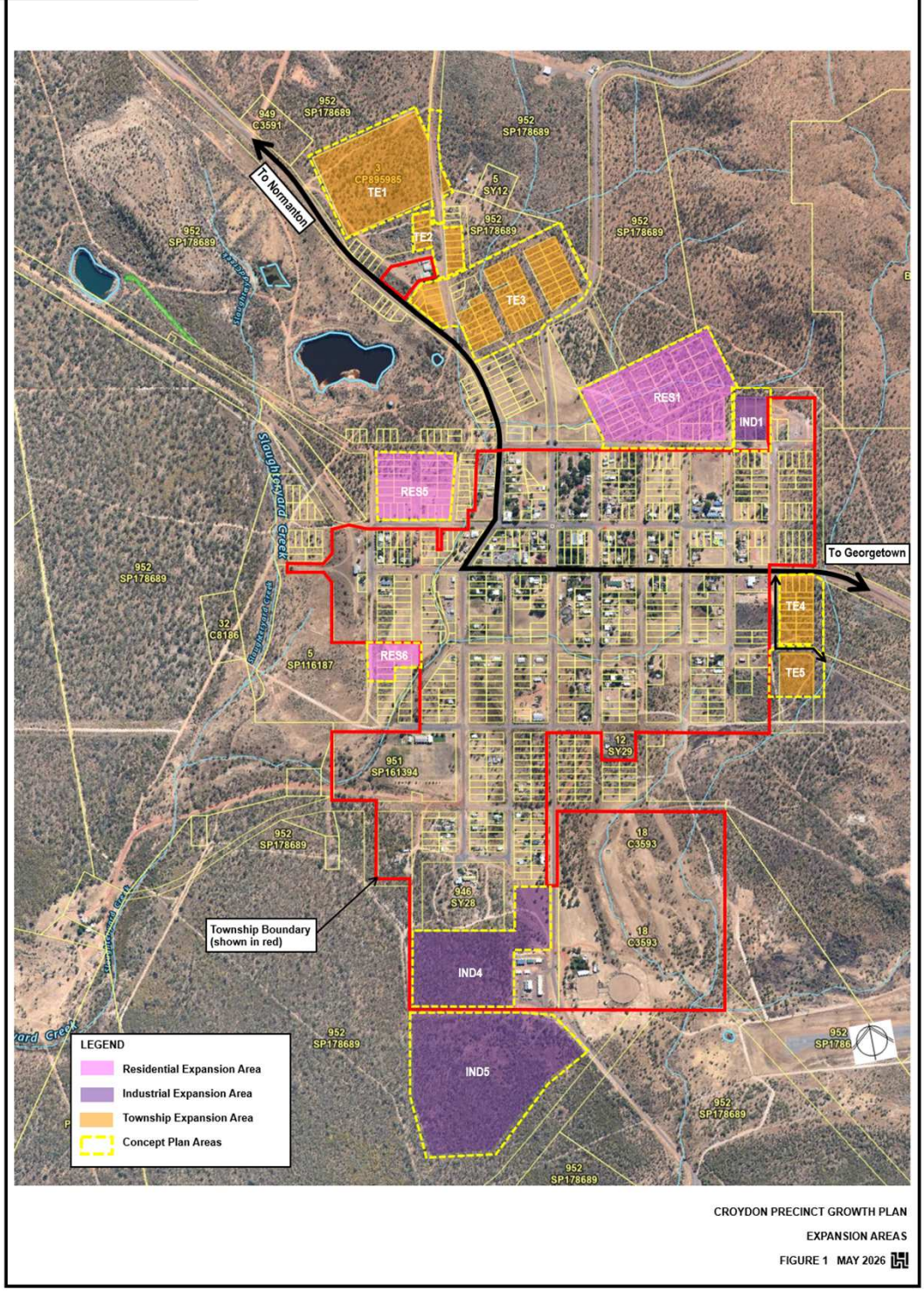
**Briefing Report prepared by  
Nick Hardy  
Director  
Hardy Town Planning and Consulting  
18 May 2026**

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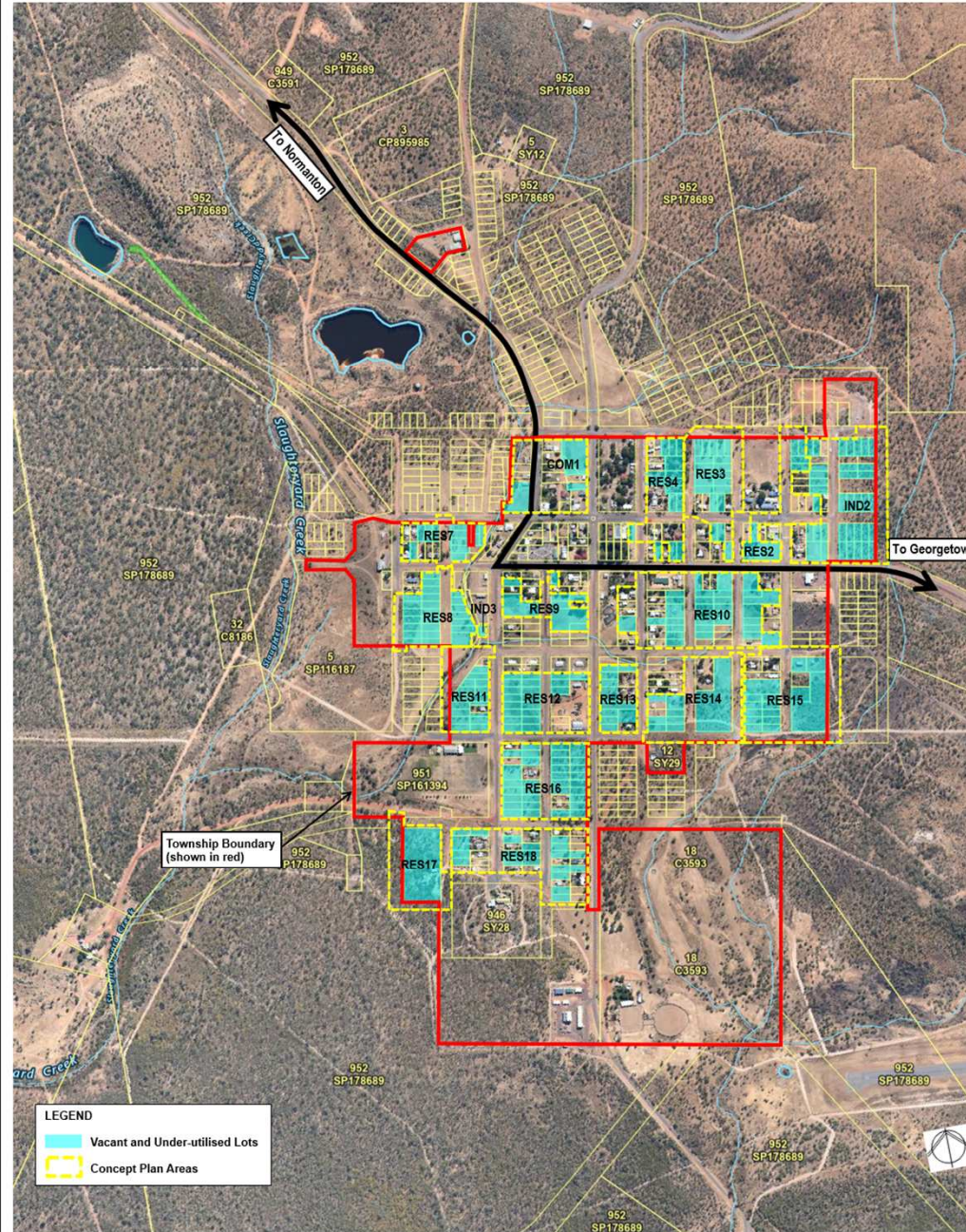
# **APPENDIX A**







## **APPENDIX B**



CROYDON PRECINCT GROWTH PLAN  
VACANT AND UNDER-UTILISED TOWNSHIP LOT AREAS  
FIGURE 2 MAY 2026

# Income Statement

For the Month Ending 30 April 2026

Year Elapsed 83%

	Actual MTD	Actual YTD	Annual Budget	%
<b>REVENUE</b>				
<b>Operating Revenue</b>				
Rates, Levies and Charges	(402)	1,016,148	1,017,122	100%
less: Discounts Allowed	(5,606)	(12,481)	(12,114)	103%
	<u>(6,008)</u>	<b>1,003,667</b>	<b>1,005,008</b>	100%
Fees and Charges	104,794	638,744	609,590	105%
Rental Income	21,736	216,022	213,500	101%
Interest Received	125,379	1,023,310	1,403,000	73%
Other Income	(24,806)	112,818	98,045	115%
Recoverable Works Revenue	8,629	6,270,535	16,461,453	38%
Grants and Subsidies	93,544	2,944,066	7,589,760	39%
<b>Total Operating Revenue</b>	<b><u>323,269</u></b>	<b><u>12,209,161</u></b>	<b><u>27,380,356</u></b>	<b>45%</b>
<b>EXPENSES</b>				
<b>Operating Expenses</b>				
Administration and Governance Costs	149,965	2,270,358	3,081,537	74%
Community Service Expenses	170,567	1,353,853	1,237,143	109%
Recoverable Works / Flood Damage	757,620	11,775,735	16,341,965	72%
Health and Security Costs	18,648	275,655	159,010	173%
Net Plant Operations	(187,941)	(404,499)	(579,723)	70%
Tourism and Economic Development	89,172	751,961	884,205	85%
Infrastructure Maintenance	270,631	2,416,568	3,055,465	79%
Finance Costs	3,205	31,581	38,000	83%
Depreciation and Amortisation	247,987	2,479,875	2,975,850	83%
<b>Total Operating Expenses</b>	<b><u>1,519,852</u></b>	<b><u>20,951,086</u></b>	<b><u>27,193,452</u></b>	<b>77%</b>
<b>NET OPERATING SURPLUS</b>	<b><u>(1,196,583)</u></b>	<b><u>(8,741,925)</u></b>	<b><u>186,904</u></b>	
<b>Capital Revenue</b>				
Grants and Subsidies	20,000	1,545,845	7,115,120	22%
Gain / (Loss) on Disposal of PPE	-	-	-	0%
<b>Total Capital Revenue</b>	<b><u>20,000</u></b>	<b><u>1,545,845</u></b>	<b><u>7,115,120</u></b>	<b>22%</b>
<b>NET RESULT</b>	<b><u>(1,176,583)</u></b>	<b><u>(7,196,080)</u></b>	<b><u>7,302,023</u></b>	<b>-99%</b>

## Notes:

Revenue remains behind target mainly due to the timing of grant payments and recoverable works income. The final payment for the FY26 Federal Assistance Grant is due in May and it is still forecast to receive an advance on the FY27 Federal Assistance Grant in June.

Overall expenditure is on track for the year to date with some variances due to timing. Health and Security Costs expenditure is over budget due to emergency relief payments of \$95k but these were offset by grant funding. Community services expenses is over budget in part due to contractor costs within the childcare centre and the internal reallocation of wages from Tourism and Economic Development to better represent the Director's time.

# Balance Sheet

For the Month Ending 30 April 2026

	Actual Balance	Annual Budget
<b>Current Assets</b>		
Cash and Equivalents	30,313,190	23,233,000
Trade Receivables	636,922	1,418,000
Rate Receivables	115,241	48,000
Inventories	97,158	116,000
Contract Assets	4,580,687	892,000
<b>Total Current Assets</b>	<b>35,743,198</b>	<b>25,707,000</b>
<b>Non-Current Assets</b>		
Right of Use Assets	-	-
Property, Plant and Equipment	138,528,677	154,589,000
Capital Works in Progress	10,023,576	-
<b>Total Non-Current Assets</b>	<b>148,552,253</b>	<b>154,589,000</b>
<b>TOTAL ASSETS</b>	<b>184,295,451</b>	<b>180,296,000</b>
<b>Current Liabilities</b>		
Trade and Other Payables	130,430	198,000
Lease Liabilities	-	-
Contract Liabilities (Unspent Grants)	21,009,160	11,354,000
Employee Leave Provisions	425,705	393,000
<b>Total Current Liabilities</b>	<b>21,565,295</b>	<b>11,945,000</b>
<b>Non-Current Liabilities</b>		
Employee Leave Provisions	130,411	108,000
Lease Liabilities	-	-
Other Provisions	142,098	107,000
<b>Total Non-Current Liabilities</b>	<b>272,510</b>	<b>215,000</b>
<b>TOTAL LIABILITIES</b>	<b>21,837,805</b>	<b>12,160,000</b>
<b>NET COMMUNITY ASSETS</b>	<b>162,457,646</b>	<b>168,136,000</b>
<b>Community Equity</b>		
Retained Surplus	64,639,538	61,914,977
Asset Revaluation Reserve	105,014,188	98,919,000
Current Year Surplus	(7,196,080)	7,302,023
<b>TOTAL COMMUNITY EQUITY</b>	<b>162,457,646</b>	<b>168,136,000</b>

# Cash Flow Statement

For the Month Ending 30 April 2026

Year Elapsed 83%

	Actual YTD	Annual Budget	%
<b>Cash Flows from Operating Activities</b>			
Receipts from Customers	8,313,763	1,712,000	486%
Payment to Suppliers and Employees	(20,623,805)	(24,217,000)	85%
	<b>(12,310,042)</b>	<b>(22,505,000)</b>	<b>55%</b>
Interest Received	1,023,310	1,403,000	73%
Rental Income	216,022	213,000	101%
Operating Grants and Subsidies	2,944,113	24,052,000	12%
<b>Net Cash Flows from Operating Activities</b>	<b>(8,126,597)</b>	<b>3,163,000</b>	<b>-257%</b>
<b>Cash Flows from Investing Activities</b>			
Payments for Property, Plant and Equipment	(3,223,753)	(17,480,000)	18%
Proceeds from Sale of Assets	-	135,000	0%
Capital Grants and Subsidies	8,958,852	7,115,000	126%
<b>Net Cash Flows from Investing Activities</b>	<b>5,735,099</b>	<b>(10,230,000)</b>	<b>-56%</b>
<b>Cash Flows from Financing Activities</b>			
Repayments of Loans	-	-	0%
<b>Net Cash Flows from Financing Activities</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net Increase (Decrease) in Cash Held</b>	<b>(2,391,498)</b>	<b>(7,067,000)</b>	
Cash at Beginning of Reporting Period	32,704,689	30,300,000	
<b>Cash at End of Reporting Period</b>	<b>30,313,190</b>	<b>23,233,000</b>	<b>130%</b>

## Capital Expenditure Summary

Budget ID	Asset Description	Grant Funding	B/Fwd 2024/25 Expenditure	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Budget 2025/26	% of 2025/26 Budget	Total Project Cost YTD + B/Fwd	Total Project Budget FY25/26 + B/Fwd	% Of Total Project Budget	Status	Comments
<b>Buildings and Structures</b>													
44	Chinese Temple Site Reinvigoration		793,882	18,992	29,145	48,137	117,921	41%	842,019	911,803	92%	In Progress	Carried over from 2024-25
24	Upgrade Doris Casey Hall Kitchen		-	-	-	-	50,000	0%	-	0	0%	RFQ In progress	
46	<i>Caravan Park - Cabins 7-8 Upgrade</i>		31,187	-	-	-	2,713	0%	31,187	33,900	92%	Completed	Carried over from 2024-25 pending capitalisation
34	Roof for a Heritage Building		-	22,800	313,500	336,300	300,000	112%	336,300	300,000	112%	In Progress	
54	Heritage Building Repairs		23,230	-	-	-	(0)	0%	23,230	23,230	100%	In Progress	Carried over from 2024-25
47	<i>Purchase of Houses</i>	1,530,000	4,661,125	54,684	276	54,960	168,875	33%	4,716,085	4,830,000	98%	Completed	WAQ Funding. Carried over from 2024-25
41	Painting - All Council Buildings		-	4,500	-	4,500	100,000	5%	4,500	100,000	5%	In Progress	LGGSF Funding. Carried over from 2024-25
17	Employee Housing - Capital Works	143,356	-	96,306	30,747	127,053	193,000	66%	127,053	127,053	100%	In Progress	LGGSF Funding. Carried over from 2024-25
72	Site Improvements x 9 Council Housing (Yard Levelling, rock removal and drainage)		-	600	2,007	2,607	149,000	2%	2,607	149,000	2%	In Progress	
73	Replacement Fencing x 2 Council Houses		-	-	-	-	-	0%	-	0	0%		
		1,673,356	5,509,424	197,282	373,668	570,950	1,081,509	53%	6,080,374	6,564,986	93%		
<b>Other Infrastructure</b>													
39	<i>Signage Strategy</i>	80,000	5,055	76,540	-	76,540	120,000	64%	81,595	125,055	65%	Completed	Carried over from 2024-25
48	Precinct Development & Planning	2,813,500	484,243	1,158,074	506,349	1,664,424	2,672,691	62%	2,148,667	3,156,934	68%	In Progress	Carried over from 2024-25
42	Pump Track/Splash Park - Install New Picnic Area With Electric BBQ		-	-	-	-	70,000	0%	-	70,000	0%	RFQ in progress	Carried over from 2024-25
37	Lake Belmore - Construct New Shed & Fishing Area On Eastern Side		-	-	-	-	150,000	0%	-	150,000	0%	RFQ in progress	Carried over from 2024-25
37	Lake Belmore - Install Electric BBQ At Existing Lower Shed		-	-	-	-	40,000	0%	-	40,000	0%	RFQ in progress	Carried over from 2024-25
37	Lake Belmore - Repairs to Buildings & Rec Area		344	795	-	795	35,000	2%	1,139	35,344	3%	In progress	Carried over from 2024-25
43	Lake Belmore - Playground Replacement		341	-	-	-	250,000	0%	341	250,341	0%	RFQ in progress	Carried over from 2024-25
38	Cemetery Fence - Replace 810m Fencing Around Town Cemetery		-	-	-	-	144,000	0%	-	144,000	0%	RFQ in progress	Carried over from 2024-25
20	Extra Cemetery Fencing		-	-	-	-	100,000	0%	-	100,000	0%	RFQ in progress	Carried over from 2024-25
49	Childcare - Upgrade Play Equipment		-	-	-	-	60,000	0%	-	60,000	0%	RFQ in progress	Carried over from 2024-25
45	Heritage Precinct & Chinese Temple Path (Seating) & CWA Hall/Brown St (Install Gazebo)		13,983	-	12,533	12,533	110,017	11%	26,516	124,000	21%	In progress	Carried over from 2024-25
50	<i>Mini Golf Design</i>		5,000	20,000	-	20,000	20,000	100%	25,000	25,000	100%	Completed	Carried over from 2024-25
53	<i>Purchase &amp; Installation Of Grandstand - Rodeo Grounds</i>		65,670	19,750	-	19,750	71,695	28%	85,420	137,365	62%	Completed	Carried over from 2024-25
18	Landscaping works to splash park and pump track		-	40,000	152,727	192,727	230,000	84%	192,727	230,000	84%	In Progress	
36	<i>Info Centre - Rework of Croydon Story Film</i>		-	9,000	-	9,000	30,000	30%	9,000	30,000	30%	Completed	Carried over from 2024-25
51	Entrance Gardens		65,562	391	-	391	30,000	1%	65,953	95,562	69%	In Progress	Carried over from 2024-25
28	<i>Painting of Fence - Opposite Pub</i>		-	56,599	7,700	64,299	50,000	129%	64,299	50,000	129%	Completed	
31	<i>Re-Surface Kids Pool and Replace Filtration and Chlorinator</i>		-	50,432	-	50,432	55,475	91%	50,432	55,475	91%	Completed	
62	<i>Air Con Matron Morrow Library</i>		-	17,675	-	17,675	18,000	98%	17,675	18,000	98%	Completed	
32	<i>Residential Switch Upgrade</i>		-	29,990	-	29,990	31,000	97%	29,990	31,000	97%	Completed	
33	Front Verandah Rail - Townhall		-	-	-	-	10,000	0%	-	10,000	0%		
35	Grade Road at Old Cemetery and Fence		-	-	-	-	100,000	0%	-	100,000	0%		
21	Feature Lighting to Key Assets		-	13,896	33,023	46,919	200,000	23%	46,919	200,000	23%	In Progress	
22	Septic Tank Upgrade to Key Facilities		-	4,976	-	4,976	100,000	5%	4,976	100,000	5%	In Progress	
23	Additional Waste Bins and Infrastructure for the Landfill		-	-	-	-	80,000	0%	-	80,000	0%		
27	Council Electronic sign at admin		-	-	-	-	50,000	0%	-	50,000	0%		
25	Camp Kitchen		-	18,180	-	18,180	25,000	73%	18,180	25,000	73%	In Progress	
26	Mountain Bike Trails - Detailed Design		-	-	-	-	-	-	-	-	-		
26	Mountain Bike Trails - B Plan	180,000	108,200	-	69,736	69,736	91,800	76%	177,936	200,000	89%	On Hold - Waiting on Funding	Remain in WIP until final construction of MBT.
26	Mountain Bike Trails - Study		-	-	-	-	-	-	-	-	-		
70	Rodeo stage, Lighting & electrical upgrades Rodeo Grounds		-	-	-	-	20,000	0%	-	20,000	0%		
71	<i>Upgrades to campdraft arena - toilets, trenches, septic &amp; pipework</i>		-	52,271	-	52,271	50,000	105%	52,271	50,000	105%	Completed	
52	Contingency Funding For Grants		-	-	-	-	100,000	0%	-	100,000	0%		
		3,073,500	748,398	1,568,568	782,068	2,350,637	5,114,678	46%	3,046,764	5,863,076	52%		

## Capital Expenditure Summary

Budget ID	Asset Description	Grant Funding	B/Fwd 2024/25 Expenditure	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Budget 2025/26	% of 2025/26 Budget	Total Project Cost YTD + B/Fwd	Total Project Budget FY25/26 + B/Fwd	% Of Total Project Budget	Status	Comments
<b>Plant and Equipment</b>													
12	Replacement Of - Toro Mower 7200 Series #509		-	8,614	10,000	18,614	25,000	74%	18,614	25,000	74%	In Progress	
14	Replacement Of - Truck UD Nissan GW470 #531		-	-	275,000	275,000	315,000	87%	275,000	315,000	87%	Awaiting delivery	Order placed
C/F	Replacement Of - Nissan UD Truck # 532		-	-	284,773	284,773	315,000	90%	284,773	315,000	90%	Awaiting delivery	Carryover project - Order placed
65	Replacement of Toyota Yaris		-	36,259	-	36,259	36,000	101%	36,259	36,000	101%	Completed	
29	Data Cable & Switch Upgrade		-	61,504	-	61,504	68,000	90%	61,504	68,000	90%	Completed	
30	Enterprise Suite Software		-	-	-	-	100,000	0%	-	100,000	0%	RFQ in progress	Bulk of project to be deferred to FY27
16	IT Upgrades		-	63,849	-	63,849	84,000	76%	63,849	84,000	76%	In Progress	Ongoing program. Carry over to 2025-26
68	CCTV Cameras Lake Belmore		-	6,569	6,709	13,279	13,000	102%	13,279	13,000	102%	In Progress	
69	New fogging machine – mosquitos		-	-	21,407	21,407	25,000	86%	21,407	25,000	86%	In Progress	Order placed
			-	170,225	569,773	739,998	981,000	75%	739,998	981,000	75%		
<b>Roads</b>													
1	Richmond Road - Upgrade and Seal	1,218,263	-	-	-	-	1,218,264	0%	-	1,218,264	0%		RTR and TIDS funding. Carried over from 2024-25
55	Richmond Road - Culvert Upgrade		116,405	12,000	-	12,000	19,727	61%	128,405	136,132	94%	In Progress	Carried over from 2024-25
40	Sandstone Kerbing Extension		-	-	-	-	400,000	-	-	400,000	-		Carried over from 2024-25
56	Claraville Road from Rodeo Grds Grid to Cemetary Creek inc Floodway Upgrade		-	-	-	-	210,020	0%	-	210,020	0%		Carried over from 2024-25
57	Aerodrome - Reseal and upgrade lighting	380,000	-	180,444	568,406	748,850	760,000	99%	748,850	760,000	99%	In progress	Carried over from 2024-25. Grant received from Regional Airports Upgrade Program
2, 3, & 8	Resealing of Town Streets	420,000	28,612	477,373	13,308	490,681	581,388	84%	519,293	610,000	85%	In progress	Carried over from 2024-25
4	Line Marking of Town Streets	100,000	-	-	-	-	100,000	0%	-	100,000	0%		
6	Stormwater Improvements	250,000	-	-	-	-	250,000	0%	-	250,000	0%		
		2,368,263	145,017	669,817	581,714	1,251,531	3,539,399	35%	1,396,548	3,684,416	38%		
<b>Water Infrastructure</b>													
59	New Water Mains Installation		192,740	543,060	435,061	978,121	1,008,447	97%	1,170,862	1,201,187	97%	In Progress	
7	Upgrade Scada Control system and PLC		-	-	-	-	85,000	0%	-	85,000	0%		
10	Sprinkler Reticulation to Parks from Water to Parks Project		257,370	67,631	6,954	74,584	140,460	53%	331,954	397,830	83%	In Progress	
			450,110	610,691	442,015	1,052,705	1,233,907	85%	1,502,816	1,734,017	87%		
		7,115,119	6,852,948	3,223,753	2,779,362	6,003,115	11,950,493	50%	12,856,064	18,827,495	68%		

# Cash Analysis

## For the Month Ending 30 April 2026

Cash at Bank	516,165
Investments	29,797,025
	<b>30,313,190</b>
<i>less: Long Service Provisions (50%)</i>	(142,700)
<i>less: Annual Leave Provisions</i>	(271,573)
<i>less: Unspent Grant Receipts</i>	(21,009,160)
<i>less: Restoration Provisions</i>	(142,098)
<i>less: Working Capital Cash</i>	(3,000,000) <sup>^</sup>
<b>NET CASH SURPLUS</b>	<b>5,747,658</b>

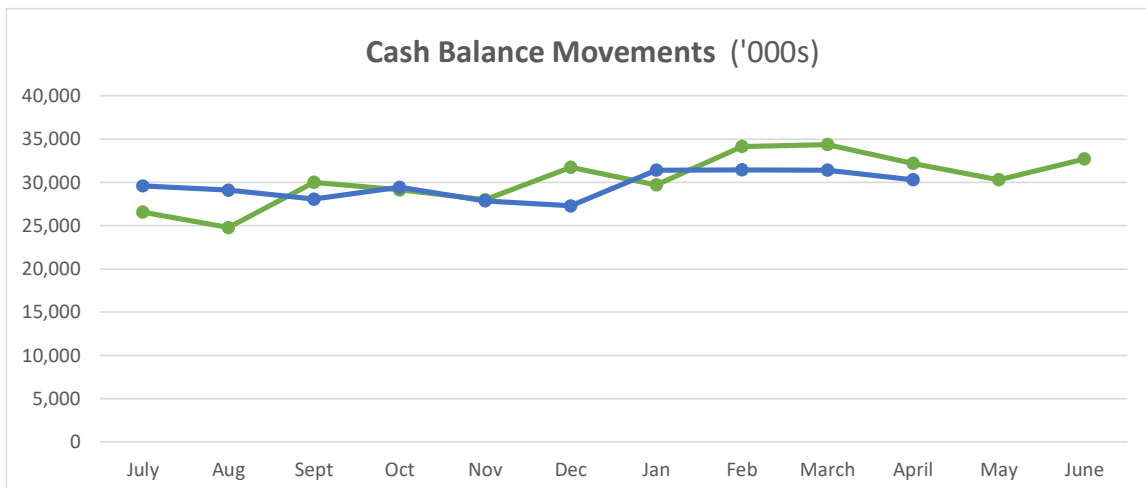
The net cash surplus includes the accumulated surplus balance which represents Council's unconstrained funds.

<sup>^</sup> Working capital cash represents approximately four weeks of Council's cash payments (operating and capital) to allow for cash requirements from when work is performed and invoices paid to when the associated claim or grant is received.

### Investment Analysis

Investment	Type	Expiry	Rate	Balance	Interest
QTC Cash Fund - April	At Call	N / A	5.04%	29,674,702	105,816.58 #
QTC Cash Fund - March	At Call	N / A	4.22%	31,168,885	108,971.58
QTC Cash Fund - February	At Call	N / A	4.32%	29,923,503	98,161.87

# QTC charges an admin fee of 0.12% on funds managed per month. The interest shown above does not include that cost.



This graph compares current year cash balances (blue line) against the prior year (green line).



# Data Breach Statutory Policy

## Number XX

### Document Control

Responsible Officer: Chief Executive Officer

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

Date:

Category (tick):

- Policy** *Council resolution required*
- Procedure** *CEO approval required*
- Guideline** *CEO approval required*

Approval date	Head Policy #	Reference Number	Reason/Comment	Next review

## 1. Policy Statement

- 1.1 This is a Statutory Policy of Croydon Shire Council, approved by Council resolution.
- 1.2 It sets out how Council will prepare for, identify, contain, assess, notify and review data breaches, including Eligible Data Breaches, in accordance with the *Information Privacy Act 2009* (Qld) (IP Act) and the Mandatory Notification of Data Breach (MNDB) scheme.
- 1.3 As this is a Statutory Policy, it operates as a combined policy and procedure.

## 2. Scope

- 2.1 This policy applies to all elected members, employees, contractors, volunteers, consultants and agents of Council.
- 2.2 It applies to all personal information and other information held by Council, whether in electronic or physical form.
- 2.3 It extends to third party service providers, including Contracted Service Providers, where they hold personal information on behalf of Council or where a data breach by the third party may affect personal information for which Council is responsible.

## 3. Background

- 3.1 The MNDB scheme applies to local government from 1 July 2026. From that date, Council must take prescribed actions in responding to a data breach, including:
  - 3.1.1 immediately taking all reasonable steps to contain and mitigate the data breach;
  - 3.1.2 if Council does not know whether the data breach is an Eligible Data Breach, assessing within thirty (30) days whether there are reasonable grounds to believe the data breach is an Eligible Data Breach;
  - 3.1.3 notifying other affected agencies; and
  - 3.1.4 if Council knows or reasonably believes the data breach is an Eligible Data Breach, notifying the Office of the Information Commissioner (OIC) and the individuals whose personal information is the subject of the breach, unless an exemption to notification applies.
- 3.2 The MNDB scheme also requires Council to prepare and publish this Data Breach Policy on an accessible Council website.

## 4. Legislation

- 4.1 The following legislation and rulings apply to this Policy:
  - *Information Privacy Act 2009 (Qld)*
  - *Information Privacy and Other Legislation Amendment Act 2023 (Qld)*
  - *Local Government Act 2009 (Qld)*
  - *Local Government Regulation 2012 (Qld)*
  - *Public Records Act 2023 (Qld)*
  - *Human Rights Act 2019 (Qld)*
  - *Cyber Security Act 2024 (Cth)*

## 5. Definitions

Term	Definition
<b>Affected individual</b>	As per section 47 of the IP Act, an individual to whom personal information the subject of an Eligible Data Breach relates, who is likely to suffer serious harm as a result of the data breach.
<b>Australian Information Commissioner</b>	The Australian Information Commissioner appointed under the <i>Australian Information Commissioner Act 2010</i> (Cth).
<b>Commonwealth Privacy Act</b>	The <i>Privacy Act 1988</i> (Cth).
<b>Contracted Service Provider</b>	A service provider bound by a contractual arrangement with Council under which the provider is required to comply with the Queensland Privacy Principles in relation to personal information handled for Council.
<b>Council</b>	Croydon Shire Council
<b>Data breach</b>	As per Schedule 5 of the IP Act, the unauthorised access to, or unauthorised disclosure of, information held by Council, or the loss of information held by Council where unauthorised access to, or unauthorised disclosure of, the information is likely to occur
<b>Data Breach Policy</b>	This policy.
<b>Data Breach Response Plan</b>	A more detailed procedural document, which may be developed to complement this policy, setting out specific internal processes for managing and responding to a data breach.
<b>Data Breach Response Team</b>	The team convened by the Chief Executive Officer or delegate to manage a data breach that is assessed as medium or high risk. Membership may include representatives from privacy, ICT, cybersecurity, communications, human resources and legal functions, with senior executive involvement for serious breaches.
<b>Eligible Data Breach</b>	<p>As per section 47 of the IP Act, a data breach involving personal information held by Council where:</p> <p>(a) there has been unauthorised access to, or unauthorised disclosure of, personal information and the access or disclosure is likely to result in serious harm to any of the individuals to whom the information relates; or</p> <p>(b) there has been loss of personal information in circumstances where unauthorised access to, or unauthorised disclosure of, the</p>

Term	Definition
	personal information is likely to occur, and if such access or disclosure were to occur, it would be likely to result in serious harm to any of the individuals to whom the information relates.
<b>Held (or hold) in relation to personal information</b>	Personal information is held by Council if the personal information is contained in a document in the possession, or under the control, of Council.
<b>Information Commissioner</b>	The Queensland Information Commissioner.
<b>IP Act</b>	The <i>Information Privacy Act 2009</i> (Qld).
<b>MNDB scheme</b>	The Mandatory Notification of Data Breach scheme established under the IP Act.
<b>OIC</b>	The Office of the Information Commissioner (Queensland).
<b>Personal information</b>	Information or an opinion about an identified individual, or an individual who is reasonably identifiable from the information or opinion:  (a) whether the information or opinion is true or not; and  (b) whether the information or opinion is recorded in a material form or not.
<b>Personnel</b>	All elected members, employees, contractors, volunteers, consultants and agents of Council.
<b>Public record</b>	Has the meaning given in the <i>Public Records Act 2023</i> (Qld).
<b>Register of Eligible Data Breaches</b>	The register maintained by Council recording all Eligible Data Breaches.
<b>Serious harm</b>	To an individual in relation to the unauthorised access or unauthorised disclosure of the individual's personal information, includes for example:  (a) serious physical, psychological, emotional or financial harm to the individual because of the access or disclosure; or  (b) serious harm to the individual's reputation because of the access or disclosure.
<b>Suspected Eligible Data Breach</b>	A data breach that Council reasonably suspects may be an Eligible Data Breach, but for which Council has not yet formed a reasonable belief.

Term	Definition
TFN	A tax file number, being a unique identifier issued by the Commissioner of Taxation to individuals and entities for tax administration purposes.

## 6. Roles and Responsibilities

Role	Responsibilities
<b>All Personnel</b>	<ul style="list-style-type: none"> <li>• Read and understand this Data Breach Policy and any Data Breach Response Plan.</li> <li>• Comply with the IP Act, including protecting personal information held by Council from unauthorised access, disclosure or loss.</li> <li>• Immediately report any actual or suspected data breach to their supervisor, manager or the Responsible Manager.</li> <li>• Cooperate with the Responsible Manager and/or the Data Breach Response Team in responding to a data breach.</li> <li>• Comply with recordkeeping obligations.</li> </ul>
<b>Responsible Manager (Privacy Officer or equivalent)</b>	<ul style="list-style-type: none"> <li>• Assess the severity of a data breach involving personal information and the likelihood that a breach will result in serious harm.</li> <li>• Escalate medium and high-risk data breaches to the Chief Executive Officer.</li> <li>• Coordinate notification to the Information Commissioner, affected individuals and other parties where required, including publishing, monitoring and reviewing the currency of public notifications published to Council's website.</li> <li>• Where a data breach is also a cyber security incident, immediately report to the ICT Manager (or equivalent) if not already reported, and coordinate to ensure both privacy and cybersecurity response requirements are met.</li> <li>• Maintain the Register of Eligible Data Breaches.</li> <li>• Oversee the post-breach review and remediation process.</li> <li>• Maintain and update this policy.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Identify and escalate concerns within area of responsibility which may enliven the requirements of this policy.</li> <li>• Where a data breach is also a cyber security incident, immediately report to the Responsible Manager if not already reported.</li> </ul>
<b>Chief Executive Officer</b>	<ul style="list-style-type: none"> <li>• Has overall accountability for Council's compliance with the MNDB scheme.</li> <li>• Convene the Data Breach Response Team when required.</li> </ul>

Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Approve notification to the Information Commissioner and affected individuals for Eligible Data Breaches.</li> <li>• Ensure sufficient resources are allocated to data breach preparedness and response.</li> <li>• Ensure this policy is published on Council’s website.</li> <li>• Implement relevant cyber security management plans and related procedures where the data breach is also a cyber security incident.</li> </ul>
<p><b>Data Breach Response Team</b></p>	<ul style="list-style-type: none"> <li>• Manage a data breach that is assessed as medium or high risk, including where the breach is likely to cause serious harm to any affected individual or to Council’s systems.</li> <li>• Oversee containment, assessment, notification and post-breach review for serious data breaches.</li> <li>• Membership is determined by the nature of the breach and may include representatives from privacy, ICT, cybersecurity, communications, human resources and legal functions.</li> <li>• Subject matter expert teams may be co-opted depending on the source and nature of the data breach.</li> </ul>

**7. Principles**

7.1 Council's response to data breaches will be guided by the following principles:

- a) **Accountability and transparency.** Council is accountable for the personal information it holds and will respond to data breaches openly and in accordance with its obligations under the *Information Privacy Act 2009* (Qld).
- b) **Protection of affected individuals.** The interests of individuals whose personal information has been compromised are at the centre of Council's response. Notifications will give those individuals clear and timely information to take protective action.
- c) **Timely action.** Council will identify, contain and assess data breaches without delay and within the statutory timeframes set by the *Information Privacy Act 2009* (Qld).
- d) **Proportionate response.** Council's response to a data breach will be proportionate to the seriousness of the breach, the sensitivity of the information involved, and the likelihood of harm to affected individuals.
- e) **Continuous improvement.** Each data breach will be reviewed to identify root causes and to inform improvements to Council's information handling, training and security controls.

**8. Responding to a Data Breach**

8.1 Council’s response to a data breach follows six stages. The nature and extent of the response at each stage will be proportionate to the severity and scale of the data breach.

**Stage 1: Preparation**

- 8.2 Council will maintain the following preparedness measures to support an effective response to a data breach:
- a) This Data Breach Policy will be published on Council's website and made available to all Personnel.
  - b) Council will maintain relevant technical and organisational controls for identifying and detecting data breaches, as set out in the ICT Information Security Administrative Policy. These controls will include measures designed to prevent data breaches caused by human error (such as delayed sending of emails and access controls on bulk data), recognising that human error is typically the most common cause of data breaches.
  - c) Council will ensure Personnel receive security awareness training that includes how to identify and report a data breach, consistent with the ICT Security Awareness Administrative Policy.
  - d) Council will maintain contact details for the OIC, the Australian Information Commissioner (where relevant), and any external cyber incident response or legal service providers that may need to be engaged.
  - e) This policy will be tested and reviewed at least annually to ensure it remains current and effective. Testing may include tabletop exercises simulating data breach scenarios relevant to Council's operations.
  - f) Council will ensure its contracts with Contracted Service Providers include requirements for prompt notification to Council of any data breach affecting personal information held on Council's behalf, together with defined roles and responsibilities for assessment, remediation, information flow and notification.
  - g) This policy interacts with Council's broader systems, policies and procedures, including cyber incident response procedures, general incident and emergency management processes, communications strategies, and fraud and corruption prevention frameworks. Where a data breach also constitutes a cyber security incident, both this policy and any applicable cyber incident response procedures will be engaged concurrently.

**Stage 2: Identification**

- 8.3 A data breach may be identified through a range of internal and external sources, including Personnel reports, automated system alerts, reports from members of the public, notification from another agency, or notification from a Contracted Service Provider.
- 8.4 Not every data breach will be an Eligible Data Breach. A data breach can result from malicious external actions (such as a cyber-attack), internal human error (such as sending personal information to the wrong recipient, misplacing a physical file, or failing to redact personal information before publication), or a failure of systems or processes. Council should assume that human errors will be the most common cause of data breaches and should design systems and processes accordingly. An Eligible Data Breach always involves personal information and is likely to result in serious harm.
- 8.5 When a data breach is identified or suspected, Personnel must:
- a) Immediately report the breach to their supervisor or the Responsible Manager.
  - b) Record the date and time the breach was identified, the nature of the information involved, how the breach occurred (if known), and the actions taken.
  - c) Not attempt to investigate the breach independently.

- 8.6 The Responsible Manager will undertake an initial evaluation to determine the nature and scope of the breach, whether personal information is involved, and the appropriate risk level.
- 8.7 Activation of the Data Breach Response Team
- a) The Data Breach Response Team will be convened by the Chief Executive Officer (or delegate) where the initial evaluation indicates that a data breach is medium or high risk. Examples of circumstances that would typically warrant activation include:
    - i) A cyber-attack or ransomware incident affecting Council systems that store personal information.
    - ii) Unauthorised access to, or disclosure of, sensitive personal information such as health information, financial information, TFNs, or information relating to vulnerable persons (including children or domestic violence victim-survivors).
    - iii) A data breach affecting a large number of individuals.
    - iv) Loss or theft of an unencrypted device containing personal information.
    - v) A data breach that has attracted, or is likely to attract, public or media attention.
  - b) For lower-risk breaches (for example, a misdirected email to a single known recipient who has confirmed deletion), the Responsible Manager may manage the response without convening the Data Breach Response Team.

### **Stage 3: Containment and Mitigation**

- 8.8 Upon becoming aware of a data breach, Council must immediately take all reasonable steps to contain the breach and mitigate any resulting harm. The specific containment and mitigation measures will depend on the nature and severity of the breach, but may include:
- a) Disabling or isolating compromised accounts, systems or devices.
  - b) Changing access credentials, including passwords and access codes.
  - c) Recovering personal information where possible, including contacting any person who may have received information in error.
  - d) Stopping the activity that led to the breach, or shutting down the affected system.
  - e) Engaging internal ICT and cybersecurity resources, or external incident response providers where required.
  - f) Preserving evidence for investigation purposes.

**9. Risk assessment**

9.1 The Responsible Manager (or the Data Breach Response Team, if convened) must conduct a risk assessment to inform containment and mitigation strategies and to determine whether the breach may be an Eligible Data Breach. The following framework must guide the risk assessment:

Factor	Guidance
<p><b>Nature and sensitivity of information</b></p>	<p>If the data breach involved sensitive information (for example, health data, financial data, TFNs, identity documents, or information about vulnerable individuals), the risk of harm to affected individuals is higher.</p> <p>Consider whether the information was already publicly accessible. Information that is not publicly available poses a greater risk when breached.</p> <p>Linked personal information (for example, health data combined with identity information) poses a greater risk than isolated personal information, as it can enable identity theft or other serious crimes.</p>
<p><b>Amount of information and number of affected individuals</b></p>	<p>Consider the total volume of information affected and the total number of individuals whose personal information has been affected. The more data and individuals affected, the higher the risk.</p>
<p><b>Ease of identifying individuals</b></p>	<p>Consider how easy it is for a person with access to the information to identify an individual, whether directly or by combining the information with other available data. Information that directly identifies individuals poses a higher risk.</p>
<p><b>Seriousness of the harm</b></p>	<p>Consider the potential harm to individuals, including physical harm, psychological stress, humiliation, reputational damage, financial loss, and identity fraud.</p> <p>If the breach concerns personal information of vulnerable individuals (for example, children, elderly persons, or domestic violence victim-survivors), a higher risk of harm may be attributed.</p>
<p><b>Existing mitigating measures</b></p>	<p>Consider whether any existing security measures (for example, encryption, access controls, or remote wipe capabilities) were in place at the time of the breach and how effectively they protect the affected individuals.</p> <p>Consider whether containment actions have reduced the risk (for example, the unauthorised recipient has confirmed deletion of the information).</p>

**9.2 Risk tiering**

Based on the risk assessment, each data breach must be classified as low, medium or high risk. The risk level determines the response approach:

Risk Level	Indicators	Response Approach
<b>Low</b>	<ul style="list-style-type: none"> <li>• Small scale / minor breach</li> <li>• Non-sensitive information</li> <li>• Single known recipient who confirms deletion</li> <li>• No personal information involved, or personal information unlikely to result in harm</li> </ul>	<ul style="list-style-type: none"> <li>• Managed by Responsible Manager</li> <li>• Containment and mitigation</li> <li>• Record in breach register</li> <li>• Post-breach review</li> <li>• MNDB notification not required</li> </ul>
<b>Medium</b>	<ul style="list-style-type: none"> <li>• Personal information involved</li> <li>• More than one individual affected</li> <li>• Possible but uncertain risk of serious harm</li> <li>• Suspected Eligible Data Breach</li> </ul>	<ul style="list-style-type: none"> <li>• Data Breach Response Team convened</li> <li>• Formal 30-day assessment</li> <li>• Containment, mitigation and evidence preservation</li> <li>• Determine whether notification required</li> <li>• Escalation to CEO</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>• Sensitive or linked personal information</li> <li>• Large number of individuals affected</li> <li>• Likely serious harm</li> <li>• Eligible Data Breach confirmed or highly likely</li> <li>• Cyber-attack, ransomware, or systemic compromise</li> </ul>	<ul style="list-style-type: none"> <li>• Data Breach Response Team convened immediately</li> <li>• Senior executive involvement</li> <li>• Immediate containment</li> <li>• Expedited assessment and notification</li> <li>• External expertise engaged as required</li> <li>• Communications strategy activated</li> </ul>

**Stage 4: Assessment**

9.3 Where Council has reasonable grounds to suspect that a data breach may be an Eligible Data Breach but does not have sufficient information to form a reasonable belief, Council must carry out an assessment within thirty (30) days to determine whether there are reasonable grounds to believe the data breach is an Eligible Data Breach.

9.4 If Council is satisfied it will be unable to complete the assessment within 30 days, the assessment period may be extended. Where Council extends the assessment period, Council must, before the original 30-day period expires:

- a) start the assessment; and

- b) give written notice to the Information Commissioner stating that the assessment has started, that the period has been extended, and the day by which the extended assessment period ends. The Information Commissioner may ask Council to provide further information or progress updates about the assessment.
- 9.5 In carrying out the assessment, Council must consider the following factors:
- a) The kind of personal information that has been accessed, disclosed or lost.
  - b) The sensitivity of the personal information.
  - c) Whether the personal information is protected by one or more security measures.
  - d) If the personal information is protected by security measures, the likelihood that any of those measures could be overcome.
  - e) The persons, or the kinds of persons, who have obtained, or who could obtain, the personal information.
  - f) The nature of the harm likely to result from the data breach.
  - g) Any other relevant matter.
- 9.6 Other relevant matters may include but are not limited to:
- a) The nature and cause of the breach (including whether a counterparty or third party caused the breach).
  - b) Whether the breach has affected another agency.
  - c) Any vulnerabilities of affected individuals, for example where children, elderly persons, or domestic violence victim-survivors are involved.
  - d) The effectiveness of the steps taken to contain and mitigate the breach.
  - e) Whether the personal information was collected by Council or by another entity.
  - f) Whether a reasonable person would conclude the breach is likely to result in serious harm.
- 9.7 The assessment must be documented, including the information considered, the conclusion reached, and the reasons for the conclusion. Council may engage external experts to assist with the assessment of a complex data breach.
- 9.8 Where the assessment determines the data breach is an Eligible Data Breach, Council must proceed to the notification stage.

### **Stage 5: Notification**

- 9.9 Notification to the Information Commissioner
- a) Unless an exemption under the IP Act applies, Council must notify the Information Commissioner as soon as practicable after forming the belief that a data breach is an Eligible Data Breach.
  - b) Notification must be made in writing.
  - c) Council may seek advice from the OIC about a data breach at any time, but formal notification of an Eligible Data Breach must be made in writing.

#### 9.10 Notification to affected individuals

- a) Unless an exemption applies, Council must, as soon as practicable after forming a reasonable belief that a data breach is an Eligible Data Breach, take reasonable steps to notify affected individuals. Council must use the following approach:
  - i) Option 1: If it is reasonably practicable to notify each individual whose personal information was accessed, disclosed or lost, Council must take reasonable steps to notify each individual directly (by telephone, letter, email or in person).
  - ii) Option 2: If Option 1 does not apply, Council must take reasonable steps to notify each affected individual (that is, each individual who is likely to suffer serious harm) of the required information, if reasonably practicable.
  - iii) Option 3: If Council cannot directly notify individuals under Option 1 or Option 2, Council must publish the required information on its website for a period of at least twelve (12) months and advise the Information Commissioner how to access the notice. The Information Commissioner is required to publish the notice on the Commissioner's website for at least 12 months.
- b) Council must ensure it has sufficient information about the breach before issuing notifications. Premature notifications are not recommended and may cause unnecessary harm, panic and concern.

#### 9.11 Content of notification to individuals

- a) To the extent reasonably practicable, notification to individuals must include the following information:
  - i) The date the breach occurred.
  - ii) A description of the breach, including the type of eligible data breach (unauthorised access, unauthorised disclosure, or loss of personal information).
  - iii) A description of the personal information involved:
    - For notification by direct contact under Option 1 or Option 2: a description of the personal information the subject of the breach.
    - For publication on Council's website under Option 3: a description of the kind of personal information the subject of the breach, without including any personal information in the description.
  - iv) How the breach occurred.
  - v) The period of time the personal information was disclosed for.
  - vi) Actions taken or planned to secure the information or control and mitigate harm.
  - vii) Recommendations about steps the individual should take in response.
  - viii) Information about how an individual may make a privacy complaint to Council.
  - ix) The name of the agencies subject to the breach.
  - x) Contact details for Council or the nominated contact person.
- b) Council is not required to include information in its notice if doing so would prejudice its functions.

#### 9.12 Notification to other agencies

- a) If, at any time, Council becomes aware that a data breach may affect another agency, Council must give written notice to that agency that includes:

- i) a description of the data breach; and
  - ii) a description of the kind of personal information the subject of the data breach, without including any personal information in the description.
- b) Council will maintain documented key contacts and defined roles and responsibilities for managing multi-agency breaches, including responsibilities for assessment, remediation, information flow and notification to individuals and the Information Commissioner.

#### 9.13 Voluntary notification

Even where notification is not mandatory under the IP Act (for example, where the breach does not meet the threshold for an Eligible Data Breach), Council may elect to voluntarily notify affected individuals where it considers notification is appropriate in the circumstances. This may be appropriate where the public would be unlikely to accept a technical argument as to why Council was not required to notify.

#### 9.14 Exemptions from notification

Council will determine whether any exemption to the notification requirements applies under the IP Act before deciding not to notify. Where an exemption is relied upon, the reason must be documented.

#### 9.15 Communications strategy

- a) For medium and high risk data breaches, the Responsible Manager (or the Data Breach Response Team) must develop a communications strategy that addresses:
- i) Internal communications to relevant Personnel, senior management and the elected Council, as appropriate to the severity of the breach.
  - ii) External communications with affected individuals beyond the statutory notification, including establishing a dedicated point of contact or helpline for inquiries.
  - iii) Media management, including preparation of holding statements, designation of a spokesperson, and protocols for responding to media inquiries.
  - iv) Communications with external stakeholders, Contracted Service Providers, insurers and other third parties who may be affected by or involved in responding to the breach.
  - v) Coordination of communications with any other affected agency.
- b) The communications strategy must be proportionate to the nature and scale of the breach. For lower-risk breaches, a formal communications strategy may not be required.

### **Stage 6: Post-Breach Review and Remediation**

9.16 After a data breach has been managed, Council must undertake a post-breach review and remediation process. The nature and depth of the review will be proportionate to the severity of the breach.

9.17 The review must:

- a) Analyse all aspects of the data breach, including its cause (with particular attention to whether human error contributed), the effectiveness of the response, and the adequacy of containment and mitigation measures.

- b) Identify key learnings and any changes required to prevent recurrence or reduce the risk of similar breaches.
  - c) Consider whether updates are needed to this policy, any Data Breach Response Plan, related policies, procedures, systems, or technical controls.
  - d) Consider whether additional training or awareness activities are required for Personnel.
  - e) Assess the effectiveness of the Data Breach Policy itself and whether the response processes operated as intended.
- 9.18 Responsibility for the post-breach review will depend on the nature and scale of the breach. Where a Data Breach Response Team has been convened, the team will conduct the review. For lower-risk breaches, the Responsible Manager will conduct the review.
- 9.19 The results of the post-breach review must be documented and reported to the Chief Executive Officer. Responsibility for actioning the learnings and monitoring the implementation of remediation activities must be clearly allocated.

## **10. Register of Eligible Data Breaches**

- 10.1 Council must maintain a Register of Eligible Data Breaches.
- 10.2 The Register must record, for each Eligible Data Breach:
- a) the date the breach occurred
  - b) the date the breach was identified
  - c) a description of the breach, including the type of data breach
  - d) the personal information involved
  - e) the number of affected individuals (if known)
  - f) the actions taken to contain and mitigate the breach
  - g) the assessment outcome; the notifications given (including dates and methods)
  - h) if a statement was given to the Information Commissioner, the date the statement was provided
  - i) if further information was given, each date that information was provided
  - j) if an exemption was relied on, the exemption relied on
  - k) the actions taken to prevent future data breaches of a similar kind
  - l) the outcome of any post-breach review.
- 10.3 The Register must be made available for inspection by the Information Commissioner upon request.

## **11. Recordkeeping**

- 11.1 All records relating to a data breach response, including reports, assessments, decisions, notifications, minutes of meetings and the Register of Eligible Data Breaches, must be managed in accordance with the Public Records Act 2023 (Qld).
- 11.2 A single repository of information must be maintained to document each data breach and the response, including all key decision-making records. This will ensure consistency with Council's recordkeeping obligations and support any subsequent review or audit.

**12. Training and Awareness**

- 12.1 All Personnel must receive training on this policy as part of induction, and at least annually thereafter, consistent with the ICT Security Awareness Administrative Policy.
- 12.2 Training must include: what constitutes a data breach and an Eligible Data Breach; common causes of data breaches including human error; how to recognise and report a data breach; the distinction between a data breach and an Eligible Data Breach; Personnel's obligations under this policy; and Council's notification obligations under the MNDB scheme.

**13. Human Rights Consideration**

- 13.1 Council is a public entity under the *Human Rights Act 2019* (Qld) and must act and make decisions in a way that is compatible with human rights.
- 13.2 This policy has been assessed for compatibility with the human rights protected under the *Human Rights Act 2019* (Qld). This policy engages the right to privacy and reputation through the handling and disclosure of personal information in the response to a data breach, including in the notification of affected individuals and other agencies, the publication of breach notices on Council's website where direct notification is not reasonably practicable, and the maintenance of a Register of Eligible Data Breaches
- 13.3 To the extent that this policy limits the right to privacy, the limitation is considered reasonable and demonstrably justifiable in accordance with the Human Rights Act 2019 (Qld), as the measures are necessary to enable Council to comply with its mandatory obligations under Chapter 3A of the Information Privacy Act 2009 (Qld) and to ensure that individuals whose personal information has been compromised are notified so they can take steps to protect themselves from further harm.

**14. Related Legislation and Policies**

- 14.1 This policy should be read in conjunction with:
- a) Information Privacy Act 2009 (Qld), in particular Chapter 3A (Mandatory Notification of Data Breach scheme).
  - b) Information Privacy and Other Legislation Amendment Act 2023 (Qld).
  - c) Public Records Act 2023 (Qld).
  - d) Human Rights Act 2019 (Qld).
  - e) Cyber Security Act 2024 (Cth).
  - f) Privacy Act 1988 (Cth), where Council handles personal information subject to Commonwealth privacy obligations.
  - g) ICT Information Security Strategic and Administrative Policies.
  - h) ICT Password Security Strategic and Administrative Policies.
  - i) ICT User Access Management Strategic and Administrative Policies.
  - j) ICT Security Awareness Strategic and Administrative Policies.
  - k) Employee Code of Conduct.
  - l) Any cyber security incident response plan or procedure of Council.
  - m) Any fraud and corruption prevention framework of Council.

**15. Publication**

- 15.1 This policy must be published on Council's website in accordance with section 73 of the IP Act. The published version must be kept current and updated whenever a material amendment is made.

**16. Policy Review**

- 16.1 This policy must be reviewed at least annually, or following any significant data breach, to ensure it remains current and effective.
- 16.2 Council reserves the right to vary, replace, or terminate this policy from time to time in accordance with its Governance Framework Strategic Policy.

**17. Approval**

This policy was duly adopted by Croydon Shire Council on **[Insert date]** Resolution No. **[Insert resolution number]** and shall hereby supersede any previous policies of the same intent.

**Document Control**

<b>Document Owner</b>	[Insert position]
<b>Version</b>	[X.0]
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**Document History**

<b>Version</b>	<b>Date</b>	<b>Amendment</b>	<b>Approved By</b>	<b>Res #</b>
1.0	[Date]	Initial adoption	[Position]	[Res #]
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**END**