



Croydon Shire Council

Agenda

Ordinary Meeting 16 October 2025



Croydon Shire Council

Agenda of Ordinary Meeting to be held at the Croydon Shire Council Chambers on 16 October 2025 commencing 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 18 September 2025 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. Officer's Reports

6.1 Chief Executive Officer Reports

6.1.1 Council Update

Subject: September Information Report

Attachments: Nil

Author: Chief Executive Officer

Date:

- Meetings with Northlane regarding roads program
- Meeting with QRA
- rPPP meetings continuing
- Jubilee, Moray & Agnew, Hardy Town Planning regarding temporary campsite
- LGMA conference in Brisbane

Business Unit: Croydon WHS Performance Report

Reporting period: September 2025

Author: Terry Simons

General Update on WHS Management

WHS Management WHS Management System

WHS Policy reviews are currently being undertaken.

Audiometric testing was carried out for Council Staff by Hearing and Noise at Work on 16 & 17 September 2025.

Contractors and subcontractors had been advised of the arrangements for our testing and those that wished to participate were able to arrange their own testing with the provider while they were in Croydon.

External audit of Council WHS Management System scheduled for April 2026.

WHS Issues for Escalating

WHS policy reviews are underway. Once completed they will be prepared for Council to consider.

RESOLUTION

That the Council update for September 2025 be confirmed.

Moved
Seconded

All in favour
Resolution No.

6.1.2 Croydon Caravan Park

Business Unit: Croydon Caravan Park

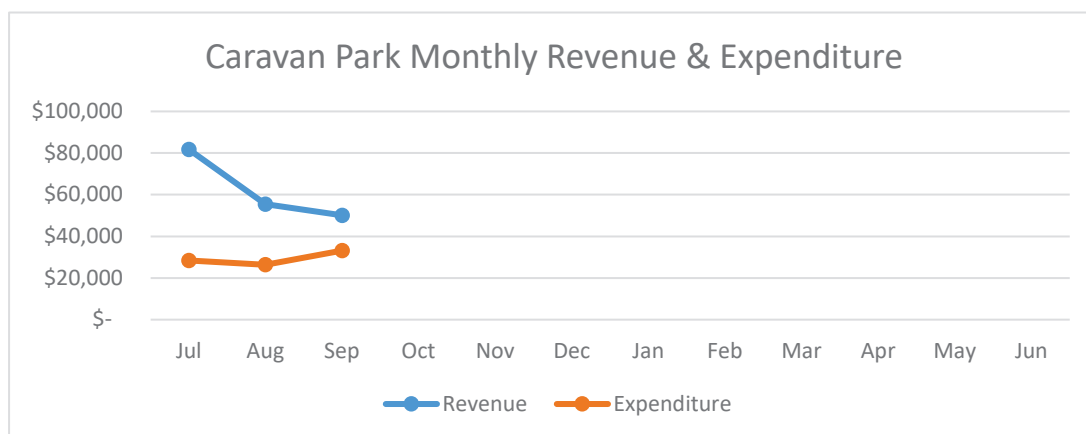
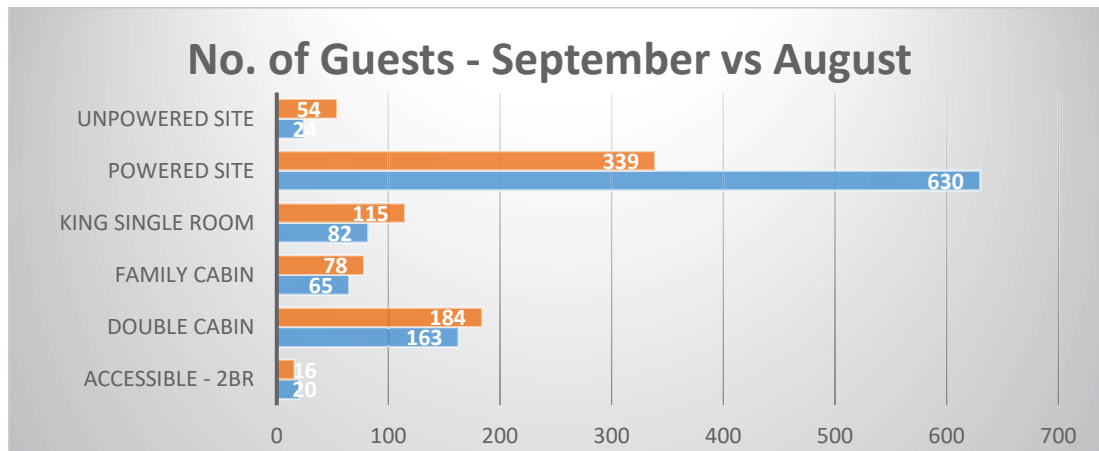
Reporting period: September 2025

Attachments: Nil

Author: Caravan Park Manager

Occupancy Statistical Data:

Number of Guests	August	September
Accessible - 2BR	20	16
Double Cabin	163	184
Family Cabin	65	78
King Single Room	82	115
Powered Site	630	339
Unpowered Site	24	54
Total	984	786



Note:

Expenditure does not include rates and depreciation expenses.

Issues/Comments: September saw the revenue improve on 2024 by over \$8500, steering the figures back on track to the forecasted Calendar Year revenue increase. Surprisingly caravan sites remained steady for the month with cabins consistent to previous year. The wind wreaked havoc with the park blanketed in leaves, however the Park Managers kept on top of the lawns by mowing every day and we had really great reviews on Google and Wikicamp about how green the lawns are and well-maintained.

RESOLUTION

That Council accepts the monthly Caravan Park report for the period ending 30 September 2025.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.1.3 Councillor Conference and Meeting Schedule 2025

Below is a Councillor Conference and Meeting Schedule for 2025. The schedule will be updated monthly to reflect Councillor movements and assist in coordinating travel requirements.

Date	Conference / Meeting	Attendance
16 Oct	Croydon Shire Council Ordinary Meeting	All Councillors
20-22 Oct	LGAQ Conference - Gold Coast	All Councillors
7 Nov	NWQROC - Zoom	Mayor, Deputy, CEO
20 Nov	Croydon Shire Council Ordinary Meeting	All Councillors
3/4 Dec	NWQROC – Mt Isa	Mayor, Deputy, CEO
4 Dec	FNQROC - Cairns	Mayor, Deputy, CEO
12 Dec	Croydon Shire Council Ordinary Meeting	All Councillors

6.2 Infrastructure Managers Report

6.2.1 Infrastructure Report

Business Unit: Infrastructure Department

Reporting Period: September 2025

Attachments: Nil

Author: Henry Mascarenhas - Director of Infrastructure.

Items to Note:

Main Roads

2024-2026 Road Maintenance Performance Contract (RMPC)

- Inspections, Monitoring & Rectification continuing under RMPC as required.

DRFA Works

- Claraville Road REPA Works On-going on current Model, hard stop for ROPS 10th October 2025
- Negative Variation executed to ensure Council crews can carry out REPA and TiDS works on Richmond Road.

Shire Roads

DRFA

- FY22/23 program works being submitted in Mars for Close-Outs.
- Submission being worked through for QRA approvals for FY24/25 Events, with intent of releasing packages pre-Christmas Shutdown.

Transport Infrastructure Development Scheme (TIDS)

- Negative Variation given to Contractor, mobilization of Council Crew to carry out these works.

Shire Roads Upgrades

- Mabel Street/Hasseler Street Grading/Alignment works have been completed, pending Stabilization & Seal post which this Project will get closed with LRCIP
- Realignment for Elizabeth, William & Haseler Street booked in post which Package 2 Water Works will get executed

- **Reseals**

Nil

Water and Town Infrastructure

Town crew for the month have completed:

- Maintenance of all parks and gardens.
- Preparation of facilities for hire/training.
- Recreation Ground Switch Relocation and Upgrade planned for late October, post which load bearing pole replacement activity will take place.

Water

- All sampling has been completed with no issues.
- Minor water leaks were attended to promptly.
- Package 2 & 3 for Water Mains Upgrade booked in for Mid-October through to late November.

Plant

- Hard stop for ROPS Model 10th October 2025, end of Hire for these with Tutt Bryant and off-loading these to Contractors.
- 3 x Rollers have been taken off CRSC books as of 16th September 2025 in view of New Delivery Model.
- Quarterly Budget Review will provide opportunity for re-allocation of funds to procure P&E items.

Tenders for release

- FY24/25 DRFA Packages of Works.

Proposed Works Scheduled

- Shire Roads DRFA works
- Shire Roads Realignment
- Quarterly Budget planning

RESOLUTION

That Council accepts the Infrastructure Department information report as presented.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.3 Community, Tourism and Marketing Reports

6.3.1 Community, Tourism and Marketing Reports

Business Unit: Tourism and Marketing

Attachments: Nil.

Reporting period: September 2025

Author: Sonya Frost – Director Community, Tourism and Marketing

Tourist Numbers: September 2025

Total Tourists	873
Racecourse Rest Campers	108
Buses	184
Overseas travellers	56
Free Walking Tour	16

Staff

Whilst the Director was absent on leave the Community Support Officer will be acting in this position. 7 – 14 October.

New Librarian & Community Officer will be starting soon.

Library:

An Airconditioner leak resulted in loss of some arts supplies from the cupboard that flooded and have had to find temporary places for items.

New Airconditioner quotes are being sourced as one does not already work and the one that leaked needs replacing urgently.

Library Stats:

142 Visitors in September

57 library loans/renewals in September, down from 79 in August.

- Mental Health Campaign - Community BBQ for RUOK day and a screening of Teen Mental Health presented by Black Dog Institute and NWHS. Approximately 13 attended with a special guest Nick Mallett who was traveling around Australia, Tour De Trees, in support of mental health initiatives. Also did an email campaign during the same week.
- State Library funded STEM Mechanics to Croydon over 3 days. 34 children participated. Activities ranged from digital technology, engineering principles, creativity, teamwork and problem solving.
- Our second book exchange with State Library Qld happened this month with new books arriving for loan.

Funerals:

- There was one funeral in September. Positive feedback that it ran smoothly for the family, and they thanked all staff for their assistance.

Swimming Pool:

- Pool is now open to the public.
Statistics: 146 attendees from 16 - 30 September.

Gym:

- All current members have now been informed that they need to pay to get a fob to enter the gym between the hours of 5am and 10pm only.
- CSC Staff have also been informed to pay \$20 deposit for their fob
- Gym will only be manned when brand new members join to be able to induct them and show them how machines work.
- Statistics for Gym
 - 77 people for August
 - 37 people for September

Men's Mental Health Fishing Trip

- We have 8 men and a few families off to Karumba in October.
- They will do a full day of fishing as they all agreed on.

October Events:

- Mid to late October Paint by Numbers – weekly RADF activity
- 12 October Seniors Lawn Bowls Morning Tea
- 18 October Men's Fishing Trip
- 20-26 October Aussie Bird Count
- 27 October Cinderella Spinderella
- 31 October Halloween Trick or Treat

Upcoming Events:

- 11-14 November Small Town Culture – Croydon's song created
- 15 November Supporting Neuroblastoma Event
- Late November Santa Photos
- 29 November Twilight Markets

Staff End of Year Party

After discussions with CEO, she has asked me to look at the pros and cons for each location, where it is best to have this function:

ANZAC Park

Contingency plan for rain.

Transportation of equipment we would need to pay overtime for staff to pack up chairs and tables to take back to depot. (if we can get staff to say yes)

Using Tagalaka's refrigerated trailer is limiting our refrigeration space.

Toilets – only one of each.

Hot food, limited to BBQ's only and needs to be done by a community organisation who has done their online food handling course.

All serving of food would need people who have done the online food handling course.

Playground for children.

Closer to Town – in town centre

Rodeo Grounds

Plenty under cover area for rain.

All equipment is already there.

Plenty of refrigeration.

Plenty of toilets.

More options, fried, BBQ, oven. and needs to be done by a community organisation who has done their online food handling course.

All serving of food would need people who have done the online food handling course.

Need to hire equipment for children.
Request for the use of jumping castle from Rodeo Committee

Could get our Tourism Officer to drive bus in and out of town to pick up and drop off. This would be overtime for him to do so.

There are now fans in the shed, which would be better in the hot weather.

RESOLUTION

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

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.3.2 Childcare Report

Business Unit: Croydon Childcare Centre

Reporting Period: September 2025

Attachments: Nil

Author: Cheyenne Freeman – Acting Childcare Director

Attendance figures/statistics:		
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	
01/09/25 – 05/09/25	11	14	13	15	RDO	13
08/09/25 – 12/09/25	8	11	14	11	10	10
15/09/25 – 19/09/25	9	10	8	10	RDO	9
22/09/25 – 26/09/25	9	11	13	12	10	11
29/09/25 - 03/10/25	7	8	8	8	RDO	8

Major activities this reporting period
• All staff set up individual email addresses/ login details for the computer on 8th September • Down two enrolments from the 4 September • Swipe Cards activated for Entry into the Centre 16 September • Agreement form created for Parents to receive Swipe Keys for entry into Centre • Bathroom taps replaced 19 September • Vacation Care started 22 September • Staff completed child protection training • Received 3 new iPads for the Centre • Ordered and Received IGA Products • Ordered Kmart Products – Range of different supplies for the Centre and art and craft resources for the children
Activities/reporting scheduled
• Children engaged in excursions to the library September 10 • Children engaged in excursions to the water park Monday's & Thursday's 1 – 19 September • Children engaged in school holidays STEM Activities at Doris Casey Hall 23, 24, & 25 September • Children engaged in a range of different activities at the Centre including baking cakes and cookies, sensory explorations, water play, art and craft activities and physical activities.

RESOLUTION

That Council accepts the Childcare information report as presented.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.3.3 Community Grants Policy Review

Business Unit: Community Grants Policy Review

Attachments: Community Grants Policy Review – Version 3
Refer Attachment Number 2.

Author: Sonya Frost – Director Community, Tourism and Marketing

Date: 03 October 2025

Executive Summary

To provide Council with the draft Community Grants Policy following a review. The policy has been amended to allow up to 10% to be spent on operational expenses over one funding round per financial year which opens July. This policy was last reviewed in June 2025.

Recommendation

That Council adopt the updated Community Grants Policy Version 3.

Background

The *Local Government Regulation 2012, Section 194* states that a local government may give a grant to a community organisation only

- (a) if the local government is satisfied
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria state in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

The *Local Government Regulation 2012, Section 195* further states that a local government must prepare and adopt a policy about the local governments grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

Council receives a range of requests for financial and in-kind support and assistance from community organisations. Council's Community Grants Program is intended to provide a structure for making grants to these organisations.

The purpose of this policy is to provide a consistent process when applying to Council for community grants and support which is open, transparent, legal and equitable and furthers the aims and objectives of Council.

The objective of the policy is to allocate funding to not-for-profit community groups to enhance their capacity to provide services, leisure activities and opportunities within the Croydon Shire community that aligns with Council's aims and objectives as set out in the Corporate Plan.

Following feedback from Council Management the policy has been reviewed and included 10% operational expenses can be claimed. The policy is provided to Council for approval.

Consultation (internal/external)

Chief Executive Officer, Leadership Team and Councillors.

Relationship to Corporate and Operational Plans

Operational Plan – Theme 4: A Health Resilient Community – 4.2.2 Council provides assistance to community clubs and groups to develop their capacity and sustainability to deliver services which are not mainstream local government functions.

Policy Implications

This policy will replace the existing Community Grants Policy V2 which was last reviewed in June 2025.

Legislative / Legal Implications

Local Government Regulation 2012, Part 5 Community Grants.

Risk Management Implications

Nil

Financial and Resource Implications

Council allocates a fixed amount each financial year in its budget specifically for Community Grants.

RESOLUTION

That Council approves the updated Community Grants Policy Version 3, as presented.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.4 Corporate Services Manager's Reports

6.4.1 Finance Report

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

Author: Acting Director Corporate Services

Date: 3 October 2025

Executive Summary

The financial report as of 30 September 2025 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 September 2025.

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 monthly financial report for the period ending 30 September 2025.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.4.2 Operational Plan 2025-2026 – 1st Quarter Review

Subject: Operational Plan 2025-2026 1st Quarter Review

Attachments: 2025-2026 Operational Plan Review Q1
Refer Attachment Number 4.

2025-2026 Actual vs Budget Q1
Refer Attachment Number 5

Author: Acting Director Corporate Services

Date 3 October 2025

Executive Summary

The Operational Plan quarterly review is presented to Council to report on progress against the Budget and Operational Plan 2025/26 for the period ending 30 September 2025.

Recommendation

That Council receives the 2025/2026 Operational Plan quarterly review for the period ending 30 September 2025.

Background

The operational plan was adopted as part of the 2025/2026 budget, and it outlays activities and tasks that Council plans carry out in order to achieve goals to support its 5-year corporate plan. The plan is reviewed every quarter to demonstrate that Council is achieving its targets and objectives.

The operational plan for 2025/26 will be reviewed in January 2026 with view to update in line with proposed new Corporate Plan

Consultation (internal/external)

Leadership Team
Finance Contractors

Policy Implications

Nil

Legislative / Legal Implications

Requirement under s104 5(a) of *Local Government Act 2009* to prepare an annual operational plan.

Risk Management Implications

Non-compliance with Legislation s104 5(a) of *Local Government Act 2009* if not completed

Financial and Resource Implications

Nil

RESOLUTION

That Council receives the 2025-2026 Operational Plan Quarterly review for the period ending 30 September 2025.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.5 Corporate Services Manager's Reports

Business Unit: Corporate Services
Reporting Period: September 2025 (3 October 2025)
Attachments: Nil
Author: Stephen Frost – Acting Director Corporate Services

Human Resources

New Starters/Offers September 2025	New Starters/Offers – October 2025 onwards
Finance/Admin Officer – Full time 8 Sep WHS Advisor – Part time 29 Sep Cleaner – Casual 29 Sep Admin – Casual 29 Sep	Library/community – Offer pending Records Officer – Offer pending Handyman/Labourer – Awaiting approval to appoint Caravan Park Managers – 13 October

Resignations September 2025	Resignations October 2025
Parks and Gardens – 2 x Casual	Administration Officer Procurement Officer Labourer Cleaner

Current/Upcoming Vacancies	
Position	Notes
Technical Officer	Close 29 August – to be finalised
Procurement Officer	Close 1 October – readvertise
Stores Officer	Close 20 October

Employee Assistance Program

- RU Ok campaign was completed in September.

Information Technology

- Systems operating to satisfactory levels for September 2025.
- Enterprise System – 1 x presentation for council staff from supplier
- Cable replacement program approved for Admin building. Awaiting take-up date with contractor. Most materials on site with end October subject to other commitments.

Records Management

- Records continue to be updated as required.
- Records destruction program to be undertaken when new records officer arrives

Local Disaster Management Group

- No reportable actions.

Return to Work/Rehabilitation

- 0 new claim

QGAP

- Functioning in line with expectations. Training new officer commencing 7 October

Staff Housing

- No current vacancies
 - 50 Samwell St vacant end October.
- New houses nearing completion, Ergon connection is still required for 1 property. Wren have been on site repairing defects.

Information Privacy/Right to Information

- No new requests or changes

RESOLUTION

That Council accepts the Corporate Services monthly information report as presented.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.5.1 New Policy – Sexual and Sex or Gender-Based Harassment Policy

Attachments : Sexual and Sex or Gender-Based Harassment Policy
Refer Attachment Number 6

Author: Acting Director of Corporate Services

Date: 03 October 2025

Executive Summary

Croydon Shire Council aims to provide and maintain a workplace environmental that not only protects the physical and psychological health and safety of all workers but also facilitates a productive workplace.

This policy applies to all Croydon Shire Council Workers, Councillors, Third Parties or external stakeholders.

It covers all forms of sexual harassment and sex or gender-based harassment, both at work and outside of work, in any work-related context, including but not limited to:

- Behaviour during normal work hours, whether in Council's premises or not, and
- Behaviour out of work hours including at conferences, work camps, work and client functions, office social events (including externally held social events)
- Conduct engaged in on social media by a person where there is a connection with the person's engagement or employment by Council.

This policy aims to ensure the risks of sexual harassment and sex or gender-based harassment are eliminated or minimised within Croydon Shire Council work and other places covered by this policy.

It ensures compliance with the Work Health and Safety Regulation 2011, as well as other legislation, and fosters a safe, respectful, and inclusive work environment.

Recommendation

That Council adopts the Sexual and Sex or Gender-Based Harassment Policy as presented.

*Policy reference number to be allocated upon finalisation and endorsement

Background

Sexual harassment and sex or gender-based harassment are significant workplace risks that can cause harm to individuals and negatively impact workplace culture, productivity, and morale.

Under the Work Health and Safety (Sexual Harassment) Amendment Regulation 2024, Council must prepare and implement a prevention plan to manage identified risks to the health and safety of workers, or others, from sexual harassment and sex or gender-based harassment at work. This policy provides the framework for implementation of the supporting procedure and prevention plan.

Consultation (internal/external)

CEO, Management and Work Health Safety Advisor

Council Workers

JLT Risk Solutions Pty Ltd (insurance provider)

Workplace Health and Safety Queensland – website and publications

Relationship to Corporate and Operational Plans

Corporate Plan 2022-2027

Theme 3 – Corporate Governance and Leadership

Theme 4 – A Healthy Resilient Community

Policy Implications

Workplace Health and Safety Policy and Policy Statement

Psychological Health, Safety and Wellbeing Policy Statement

Code of Conduct

Legislative / Legal Implications

Work Health and Safety Act (QLD) 2011

Work Health and Safety Regulation (QLD) 2011

Work Health and Safety (Sexual Harassment) Amendment Regulation 2024

Managing the Risk of Psychosocial Hazards at Work Code of Practice 2022

Anti-Discrimination Act 1991 (Qld)

Human Rights Act 2019 (Qld)

Risk Management Implications

Non compliance with Legislation if Policy in this or another version is not implemented.

Financial and Resource Implications

Nil

RESOLUTION

That Council endorses/adopts the Sexual and Sex or Gender-Based Harassment Policy as presented.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.5.2 Working with Related Persons Policy

Attachments : Working with Related Persons Policy – Version 1
Refer Attachment Number 7

Author: Acting Director of Corporate Services

Date: 03 October 2025

Executive Summary

In today's diverse and interconnected work environments, managing relationships between employees who are also relatives and/or have close personal relationships with individuals can be challenging. To address this, Council can implement a comprehensive ["Working with Related Persons Policy"](#) aimed at maintaining fairness, professionalism, and the avoidance of conflicts of interest.

The primary goal of this policy is to establish clear guidelines for situations where relatives and/or close personal relationships with individuals are employed by Council.

By implementing this policy, the Council aims to foster a professional and unbiased work environment where all employees can thrive, free from the complications that can arise from personal relationships. This commitment to fairness and professionalism underscores the Council's dedication to maintaining a positive and productive workplace for everyone.

Recommendation

That Council adopt the Working with Related Persons Policy version 1, as presented.

*Track changes and comments could potentially alter final formatting of the document, not the text

*Policy reference number to be allocated upon finalisation and endorsement

Background

This is a new policy for Council.

Consultation (internal/external)

Chief Executive Officer, Senior Management, All staff

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.

Legal Implications

Nil

Policy Implications

Improves governance with policy supporting potential pathway and clear process.

Work Health and Safety Implications

Nil

Financial and Resource Implications

Nil

RESOLUTION

That Council adopts the Working with Related Persons Policy Version 1, as presented.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

7. Matters of which notice has been given.

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

9. Meeting Close

The meeting closed at _____



Croydon Shire Council

Unconfirmed Minutes Ordinary Meeting 18 September 2025

Croydon Shire Council



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The meeting commenced at 11:18am.

1. Attendance

Cr J Evans (Acting Chair)

Cr AL Pickering

Cr LH Pickering

Cr W Bing Chew

Jacqui Cresswell – Chief Executive Officer

Janette Neander – Office Manager/Executive Assistant

2. Attendance by audio link or audio-visual link

Nil.

3. Apologies

Cr TJ Pickering (Mayor)

4. Confirmation of Minutes

Moved Cr LH Pickering
Seconded Cr W Bing Chew

That the minutes of the Ordinary Meeting held 28 August 2025 be confirmed.

All in favour Yes
Resolution No. 01-10/2025

5. Business arising from Minutes of previous meeting.

Caravan Park Camp Kitchen works – waiting on trades persons.

6. Officer's Reports

6.1 Chief Executive Officer Reports

Moved Cr W Bing Chew
Seconded Cr LH Pickering

That the Council Update for August 2025 be received.
That Council approves the CEO to spend \$10,000.00 un-budgeted to furnish 2 x Council houses for prospective employees.

All in favour Yes
Resolution No. 02-10/2025

Moved Cr AL Pickering
Seconded Cr LH Pickering

That Council agrees to amend the 2025 Fees and Charges to add \$20.00 deposit and \$20 replacement fee for those obtaining a Fob to allow access at the Gym and Childcare Centre.

All in favour Yes
Resolution No. 03-10/2025

Action Item:

This year's Council Christmas Party to be the same format as last year and to be held at Anzac Park on 12 December and request be made to Rodeo committee for loan of their Jumping Castle.

Late Agenda Item – Jubilee Metals Temporary Accommodation Proposal

Declaration of Conflict of Interest

Cr AL Pickering

Cr AL Pickering declared a prescribed conflict of interest in Late Agenda Item – Jubilee Metals Temporary Accommodation Proposal (as defined by Local Government Act 2009, section 150EI) and stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

Attendance:

Cr AL Pickering left the room at 11:56am.

CEO rang Nick Hardy from Hardy Town Planning and Consulting at 10:14am for Land Tenure advice.

CEO to follow up with Hardy Town Planning and Dept Resources.

Moved Cr LH Pickering
Seconded Cr J Evans

Two sites proposed for the Jubilee Temporary Accommodation Village. One site proposed by Jubilee Metals and the alternate site proposed and preferred by Council is to be investigated and if not suitable to go with the Jubilee Metals proposed site with the CEO authorized to negotiate terms and conditions as discussed.

All in favour Yes
Resolution No. 04-10/2025

Attendance:

Cr AL Pickering entered the room at 11:59am.

6.1.2 Croydon Caravan Park

Action Item:

CEO to contact Wren Group regarding their budget accommodation and investigate possibility of single man's camp.

CEO to allow in next year's budget to setup a vacant Council block with dongas for budget accommodation for Contractors and short-term workers.

Moved Cr J Evans
Seconded Cr W Bing Chew

That the Caravan Park Report for August 2025 be received.

All in favour Yes
Resolution No. 06-10//2025

6.1.3 Councillor Conference and Meeting Schedule 2025

Noted that Jeanette Young, Governor General looking at scheduling a meeting with Councillors on 28th or 29th October which is to be confirmed.

6.2 Infrastructure Managers Report

6.2.1 Infrastructure Report

Moved Cr AL Pickering
Seconded Cr J Evans

That the Infrastructure Report for August 2025 be received.

All in favour Yes
Resolution No. 07-10/2025

Attendance

Sonya Frost, Director Community, Tourism and Marketing entered the room at 12:20pm

6.3 Community, Tourism and Marketing Managers Report

6.3.1 Community, Tourism and Marketing Report

Moved Cr J Evans
Seconded Cr AL Pickering

That the Tourism and Marketing Report for August 2025 be received.

All in favour Yes
Resolution No.08-10/2025

6.3.2 Childcare Report

Moved Cr AL Pickering
Seconded Cr W Bing Chew

That the Childcare Report for August 2025 be received.

All in favour Yes
Resolution No. 09-10/2025

6.3.3 Community Grants Program Round 1 of 1 Applications for Funding

Declaration of Material Personal Interest

Cr J Evans declared a prescribed conflict of interest in item 6.3.3.2 (as defined by *Local Government Act 2009*, as he stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

Cr J Evans declared a material personal interest in item 6.3.3.4 (as defined by *Local Government Act 2009*, section 175B) as an entity of which he is President, the Croydon P & C Association and stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

Cr J Evans will be dealing with these conflict of interests by leaving the meeting while these matters were discussed and voted on.

Attendance

Cr J Evans left the room at 12:36pm.

6.3.3.1 Croydon Men's Shed

Moved Cr AL Pickering
Seconded Cr W Bing Chew

That Council approves the Croydon Men's Shed Grants application request for amount of \$4,000.00 to assist with purchase of a 2-post hoist.

All in favour Yes
Resolution No. 10-10/2025

Action Item

Director Community, Tourism and Marketing to present Community Grants Policy to the October Council Meeting for amendment.

6.3.3.2 Far North Queensland Wildlife Rescue

Moved Cr W Bing Chew
Seconded Cr LH Pickering

That Council approves the Far North Queensland Wildlife Rescue Grants application request for amount of \$4,000.00 to help cover the cost of wildlife care expenses for a period of several months.

All in favour Yes
Resolution No. 11-10/2025

6.3.3.3 Croydon Heritage Preservation Association

Cr W Bing Chew declared a prescribed conflict of interest in item 6.3.3.3 (as defined by Local Government Act 2009, section 150EI) and stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

All Councillors agreed that Cr W Bing Chew could stay for the reports but not vote, as he gains no benefit to the outcome of Council's decision.

Attendance

Cr J Evans entered the room at 12:47pm.

Cr J Evans left the room at 12:50pm.

Moved Cr AL Pickering
Seconded Cr LH Pickering

That Council approves the Croydon Heritage Preservation Association Grants application request for amount of \$4,000.00 to purchase a new trailer.

All in favour Yes
Resolution No. 12-10/2025

6.3.3.4 Croydon State School P & C Association

Moved Cr LH Pickering
Seconded Cr W Bing Chew

That Council approves the Croydon State School P & C Association Grants application request for amount of \$4,000.00 to purchase kitchen and sports equipment.

All in favour Yes
Resolution No. 13-10/2025

Attendance

Cr J Evans entered the room at 12:51pm

Sonya Frost, Director Community, Tourism and Marketing, left the room at 12:51pm.

6.4 Corporate Services Manager's Reports

6.4.1 Finance Report

Moved Cr J Evans
Seconded Cr LH Pickering

That the Finance Report for the period ending 31 August 2025 be received.

All in favour Yes
Resolution No. 14-10/2025

6.4.2 Corporate Services Report

Moved Cr AL Pickering
Seconded Cr LH Pickering

That the Finance Report for the period ending 31 August 2025 be received.

All in favour Yes
Resolution No. 15-10/2025

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 1:03pm.

Cr J Evans

Deputy Mayor



Croydon Shire Council

Community Grants Policy

Document Control

Responsible Officer: **Director Community, Tourism and Marketing**

CEO Signature: *Council resolution required*

CEO approval required

Date: *CEO approval required*

Category (tick):

☒ **Policy**

☐ **Procedure**

☐ **Guideline**

Approval date	Head Policy #	Reference Number	Reason/Comment	Next review
20/06/2024	NIA	POL STRAT 18	Policy Review and New Format	May 2025
18/06/2025	NIA	POL STRAT18	Annual Review	June 2026

1. Purpose

The purpose of this policy is to provide a consistent process when applying to Council for community grants and support which is open, transparent, legal, and equitable and furthers the aims and objectives of Council.

2. Scope

The policy applies to all community grant and support applications, including financial and in-kind support, requested by not-for-profit community groups, clubs, committees and other community organisations within Croydon Shire.

3. Objective

To ensure Croydon Shire Council "Council" maintains compliance with Section 164 (2) and Section 195 of the *Local Government Regulation 2012*.

To allocate funding to not-for-profit community groups to enhance their capacity to provide services, leisure activities and opportunities within the Croydon Shire community that aligns with Council's aims and objectives as set out in the Corporate Plan

4. Policy

1. Financial Community Grants

- a) There will be one funding round per financial year, opening in July.
- b) Council will consider applications of in-kind support and applications for financial support with a funding limit up to a maximum of \$4,000 for the financial year.
- c) All applications must be received by close of business on the closing date otherwise the application may not be considered.
- d) Limited funds are available through a competitive process, with applications determined according to funding criteria and merit. Applicants must use the correct form and adhere to the Community Grants Policy. Submission of an application is not a guarantee of success. No applicant is guaranteed to receive approval for all or any funding applied for. All decisions are at Council's absolute discretion.
- e) Up to 10% of the total grant amount may be allocated towards eligible administrative or operational costs directly related to the organisation.

2. In-kind Community Grants under \$500

One-off in-kind donations can be accessed all year round. Wherever possible applications must be received four weeks prior to the event occurring and must meet the criteria of this policy. The Chief Executive Officer shall determine all requests for in-kind support with a value of up to \$500.

3. Application Process

- a) All applications must be made using the approved Community Grants program application form and signed by the applicant. Council will provide application forms to applicants.
(Note: letters or verbal requests will not be accepted).

- b) Only one application may be submitted per organisation per funding round. Organisations wishing to apply for more than one event per funding round are required to complete one application form detailing all events.
- c) In-kind applications under the value \$500 must be received by Council four weeks prior to proposed event or activity.
- d) Applications for Community Grants must:
 - 4.3.4.1 be made within the funding round timeframes notified by Council. Applications received outside the funding round may not be considered; and
 - 4.3.4.2 attach at least one quote with the application;
 - 4.3.4.3 attach a copy of the Audited Financial Statements for the past year;
 - 4.3.4.4 attach a copy of the minutes confirming the decision to seek financial assistance for the project;
 - 4.3.4.5 attach a copy of a Certificate of Currency for Public Liability Insurance.
- e) Letters of support from organisations and individuals directly involved with the project for which funding is being sought are highly recommended. Letters of support from Councillors or Council Officers will not be accepted.

4. Eligibility Criteria

- a) The requested support must provide a direct benefit to the Croydon Shire community.
- b) The applicant must be based in the Croydon Shire Council region, have a membership base within the Croydon Shire, and be delivering a service which will be of a direct benefit to members of the Croydon Shire community.
- c) The applicant must be a not-for-profit community organisation.
- d) The applicant must have appropriate insurance.
- e) Have satisfactorily acquitted all previous grants.

5. Ineligibility Criteria

The applications which will generally be considered ineligible for consideration under this Policy include where:

- a) the applicant is a political organisation;
- b) the applicant has previously received support and has failed to meet the conditions of that support;
- c) the applicant has an outstanding debt with Council (including rates and excess water bills);
- d) the project is for a private commercial (for profit) activity;
- e) the project does not provide a direct benefit to the Croydon Shire community;
- f) the application is for retrospective support;
- g) the request is for maintenance of community facilities that are owned by Croydon Shire Council. (These requests are to be referred to the relevant operational area of Council);
- h) the community organisation has a lease agreement or Memorandum of Understanding (MOU) where support is included as a term of that agreement or MOU;

- i) projects do not involve the Croydon Shire community;
- j) the purchase of land;
- k) operational funding for organisations in excess of 10% of grant amount;
- l) prize money;
- m) the purchase of trophies, ribbons and prizes; or
- n) the purchase of food and beverages.

6. Assessment Criteria

- a) Preference will be given to applicants that demonstrate strong community benefit, including to local businesses, and the need and support for a project or activity;
- b) Consideration will be given to whether the applicant sought funding from a variety of sources or demonstrate a commitment to contribute funding towards the project;
- c) Each application will be considered on its merits having regard to the community benefit and funding available from Council's operational budget;
- d) The assessment of applications will be conducted in a transparent and accountable manner in accordance with the Community Grants Policy; and
- e) Applications are considered and approved by Council.

7. Acquittals

- a) Recipients who receive a financial donation are required to complete an acquittal report no later than six (6) weeks after completion of the project, activity or event. If an applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds. Council will provide acquittal forms to applicants.

8. Acknowledgement of Council

Organisations are required to acknowledge Council's contribution in any publications, publicity material or signage associated with the funded project or activity.

5. Related Documents

- Community Grants Program Application Form
- Community Grants Program Acquittal Form

Income Statement

For the Month Ending 30th September 2025

Year Elapsed 25%

	September	Actual YTD	Annual Budget	%
REVENUE				
Operating Revenue				
Rates, Levies and Charges	454,993	500,044	1,017,122	49%
less: Discounts Allowed	(1,067)	(1,067)	(12,114)	9%
	<u>453,925</u>	<u>498,977</u>	<u>1,005,008</u>	50%
Fees and Charges	62,200	230,201	512,590	45%
Rental Income	17,061	51,013	182,500	28%
Interest Received	92,636	308,029	1,403,000	22%
Other Income	32,184	61,063	32,045	191%
Recoverable Works Revenue	646,389	652,122	16,461,453	4%
Grants and Subsidies	7,153	928,746	7,566,760	12%
Total Operating Revenue	<u>1,311,549</u>	<u>2,730,153</u>	<u>27,163,356</u>	<u>10%</u>
EXPENSES				
Operating Expenses				
Administration and Governance Costs	197,938	954,577	2,981,537	32%
Community Service Expenses	138,068	386,099	1,237,143	31%
Recoverable Works / Flood Damage	1,639,203	4,038,320	16,341,965	25%
Health and Security Costs	16,814	48,255	159,010	30%
Net Plant Operations	947	(246,863)	(579,723)	43%
Tourism and Economic Development	93,765	284,958	862,205	33%
Infrastructure Maintenance	140,952	493,002	3,055,465	16%
Finance Costs	3,253	10,015	38,000	26%
Depreciation and Amortisation	247,988	743,963	2,975,850	25%
Total Operating Expenses	<u>2,478,929</u>	<u>6,712,324</u>	<u>27,071,452</u>	<u>25%</u>
NET OPERATING SURPLUS	<u>(1,167,380)</u>	<u>(3,982,172)</u>	<u>91,904</u>	
Capital Revenue				
Grants and Subsidies	-	153,000	6,918,120	2%
Gain / (Loss) on Disposal of PPE	-	-	-	0%
Total Capital Revenue	<u>-</u>	<u>153,000</u>	<u>6,918,120</u>	<u>2%</u>
NET RESULT	<u>(1,167,380)</u>	<u>(3,829,172)</u>	<u>7,010,023</u>	<u>-55%</u>

Notes:

Overall expenditure is on track for the year to date, while revenue is behind mainly due to the timing of grant payments.

The results in these financial reports are subject to further change as the end of financial year process is completed.

Balance Sheet

For the Month Ending 30th September 2025

Year Elapsed 25%

	Actual Balance	Annual Budget	%
Current Assets			
Cash and Equivalents	28,058,346	25,487,083	110%
Trade Receivables	455,373	1,417,787	32%
Rate Receivables	451,592	48,192	937%
Inventories	89,655	115,795	77%
Contract Assets	1,591,236	891,915	178%
Total Current Assets	30,646,202	27,960,773	110%
Non-Current Assets			
Right of Use Assets	474,990	1,107,733	43%
Property, Plant and Equipment	140,094,236	151,907,560	92%
Capital Works in Progress	7,422,542	-	0%
Total Non-Current Assets	147,991,768	153,015,293	97%
TOTAL ASSETS	178,637,970	180,976,066	99%
Current Liabilities			
Trade and Other Payables	813,999	197,608	412%
Lease Liabilities	505,023	652,299	77%
Contract Liabilities (Unspent Grants)	8,865,898	11,354,025	78%
Employee Leave Provisions	627,092	393,151	160%
Total Current Liabilities	10,812,012	12,597,083	86%
Non-Current Liabilities			
Employee Leave Provisions	113,766	107,961	105%
Lease Liabilities	-	505,023	0%
Other Provisions	142,098	106,713	133%
Total Non-Current Liabilities	255,864	719,697	36%
TOTAL LIABILITIES	11,067,876	13,316,780	83%
NET COMMUNITY ASSETS	167,570,094	167,659,286	100%
Community Equity			
Retained Surplus	66,385,077	61,730,206	108%
Asset Revaluation Reserve	105,014,188	98,919,057	106%
Current Year Surplus	(3,829,172)	7,010,023	
TOTAL COMMUNITY EQUITY	167,570,094	167,659,286	100%

Notes:

- The balance sheet figures are subject to change as the opening balances are finalised from the 2024-25 audited financial statements.

Cash Flow Statement

For the Month Ending 30th September 2025

Year Elapsed 25%

	Actual YTD	Annual Budget	%
Cash Flows from Operating Activities			
Receipts from Customers	1,575,562	1,549,643	102%
Payment to Suppliers and Employees	(7,101,517)	(24,095,471)	29%
	(5,525,955)	(22,545,828)	25%
Interest Received	308,029	1,403,000	22%
Rental Income	51,013	182,500	28%
Operating Grants and Subsidies	928,794	24,028,213	4%
Net Cash Flows from Operating Activities	(4,238,119)	3,067,885	-138%
Cash Flows from Investing Activities			
Payments for Property, Plant and Equipment	(561,224)	(14,799,236)	4%
Proceeds from Sale of Assets	-	-	0%
Capital Grants and Subsidies	153,000	6,918,120	2%
Net Cash Flows from Investing Activities	(408,224)	(7,881,116)	5%
Cash Flows from Financing Activities			
Repayments of Loans	-	-	0%
Net Cash Flows from Financing Activities	-	-	0%
Net Increase (Decrease) in Cash Held	(4,646,343)	(4,813,231)	
Cash at Beginning of Reporting Period	32,704,689	30,300,314	
Cash at End of Reporting Period	28,058,346	25,487,083	110%

Capital Expenditure Summary

Asset Description	B/Fwd 30/06/2025	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Budget 2025/26	%	Total Project Cost	Status	Comments
Buildings and Structures									
Chinese Temple Site Reinivigation	793,882	12,297	31,087	43,384	117,921	37%	837,266	In Progress	Carried over from 2024-25
Slip Resistant Coating to Workshop Floor	-		-	-	50,000	0%	-		
Upgrade Doris Casey Hall Kitchen	-	-	-	-	50,000	0%	-		
Caravan Park - Cabins 7-8 Upgrade	31,187	-	-	-	33,900	0%	31,187	In Progress	Carried over from 2024-25
Roof for a Heritage Building					300,000	0%	-		
Heritage Building Repairs	23,230	-	-	-	-	0%	23,230	In Progress	Carried over from 2024-25
Purchase of Houses	3,450,421	49,317	7,535	56,852	4,830,000	1%	3,507,273	In Progress	W4Q Funding. Carried over from 2024-25
Painting - All Council Buildings	-	4,500	-	4,500	100,000	5%	4,500	In Progress	LGGSP Funding. Carried over from 2024-25
Employee Housing - Capital Works	-	73,291	-	73,291	193,000	38%	73,291	In Progress	LGGSP Funding. Carried over from 2024-25
	4,298,720	139,404	38,623	178,027	5,674,821	3%	4,476,747		
Other Infrastructure									
Signage Strategy	5,055	-	-	-	120,000	0%	5,055	In Progress	Carried over from 2024-25
Precinct Development & Planning	406,438	191,684	1,589,502	1,781,186	3,156,934	56%	2,187,624	In Progress	Carried over from 2024-25
Pump Track/Splash Park - Install New Picnic Area With Electric BBQ	-	-	-	-	70,000	0%	-		Carried over from 2024-25
Lake Belmore - Construct New Shed & Fishing Area On Eastern Side	-	-	-	-	150,000	0%	-		Carried over from 2024-25
Lake Belmore - Install Electric BBQ At Existing Lower Shed	-	-	-	-	40,000	0%	-		Carried over from 2024-25
Lake Belmore - Repairs to Buildings & Rec Area	344	-	-	-	35,000	0%	344	In progress	Carried over from 2024-25
Lake Belmore - Playground Replacement	-	-	-	-	250,000	0%	-	In progress	Carried over from 2024-25
Cemetery Fence -Replace 810m Fencing Around Town Cemetery	-	-	-	-	144,000	0%	-		Carried over from 2024-25
Childcare - Upgrade Play Equipment	-	-	-	-	60,000	0%	-		Carried over from 2024-25
Heritage Precinct & Chinese Temple Path (Seating) & CWA Hall/Brown St (Install Gazebo)	13,983			-	124,000	0%	13,983	In progress	Carried over from 2024-25
Mini Golf Design	5,000	-	20,000	20,000	25,000	80%	25,000	In progress	Carried over from 2024-25
Purchase & Installation Of Grandstand - Rodeo Grounds	65,670	-	-	-	87,365	0%	65,670	In progress	Carried over from 2024-25
Landscaping works to splash park and pump track	-			-	230,000	0%	-		
Info Centre - Rework of Croydon Story Film	-			-	30,000	0%	-		Carried over from 2024-25
Entrance Gardens	65,562	291	-	291	30,000	1%	65,853	In Progress	Carried over from 2024-25
Consider a Cemetery Extension Plan	-	-	-	-	56,000	0%	-		
Swimming Pool - Extra Tank - Chlorine	4,965	-	-	-	-	0%	4,965	In Progress	
Painting of Fence - Opposite Pub	-	-	-	-	50,000	0%	-		
Re-Surface Kids Pool and Replace Filtration and Chlorinator	-	50,432	-	50,432	55,475	91%	50,432	In Progress	
Residential Switch Upgrade					26,863	0%	-		
Front Verandah Rail - Townhall					10,000	0%	-		
Grade Road at Old Cemetery and Fence					100,000	0%	-		
Feature Lighting to Key Assets	-	-	-	-	200,000	0%	-		
Septic Tank Upgrade to Key Facilities	-	-	-	-	100,000	0%	-		
Additional Waste Bins and Infrastructure for the Landfill	-	-	-	-	80,000	0%	-		
Council Electronic sign at admin	-	-	-	-	33,000	0%	-		
Caravan Park Upgrade	-	-	-	-	212,906	0%	-		
Camp Kitchen	-	-	-	-	25,000	0%	-		
Mountain Bike Trails - Detailed Design	108,200	-	-	-	200,000	0%	108,200	On Hold - Waiting on Funding	Remain in WIP until final construction of MBT.
Mountain Bike Trails - B Plan									
Mountain Bike Trails - Study									
Contingency Funding For Grants	-	-	-	-	150,000	0%	-		
	675,217	242,407	1,609,502	1,851,909	5,851,543	32%	2,527,125		

Cash Analysis

For the Month Ending 30th September 2025

Cash at Bank	1,104,095
Investments	26,954,251
	28,058,346
less: Long Service Provisions (50%)	(159,858) #
less: Annual Leave Provisions	(420,931) #
less: Unspent Grant Receipts	(8,865,898) #
less: Restoration Provisions	(142,098) #
less: Working Capital Cash	(3,000,000) ^
NET CASH SURPLUS	15,469,560

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

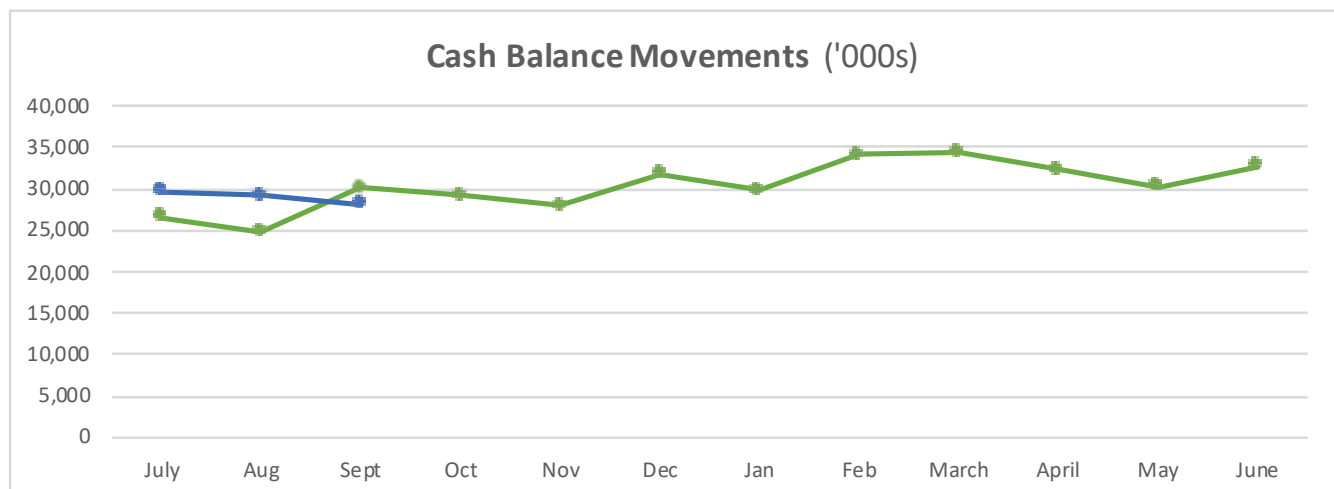
Balances subject to change as the 2024-25 closing balances have not been finalised.

^ 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 - September	At Call	N / A	4.10%	26,865,268	91,714.99 #
QTC Cash Fund - August	At Call	N / A	4.40%	28,562,989	105,208.25
QTC Cash Fund - July	At Call	N / A	4.34%	29,355,908	110,185.26

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).



Croydon Shire Council

2025-2026 Operational Plan - Interim

Introduction

The Croydon Shire Council's Operation Plan 2025-2026 -Interim, is an important part of Council's overall strategic planning framework. This plan links relevant activities scheduled for the 2025-2026 financial year to the actions outlined in the five-year Corporate Plan 2022-2027.

Council's Corporate Plan 2022-2027 identifies the community vision and provides strategic direction for Council's business focus through the following four themes:



In accordance with S175 of the *Local Government Regulation 2012* the Operational Plan must be consistent with its annual budget and is required to state how Council will progress the implementation of its five-year Corporate Plan during the financial period. The Operational Plan will focus on the planning, actions and monitoring of activities undertaken across the financial year and in accordance with the 2025-2026 Budget.

Monitoring and Review

We will review our progress in completing the actions detailed in the Operational Plan 2025-2026, on a quarterly basis. The outcome of the review will be documented in a quarterly Operational Plan report and presented to Council. This reporting meets the requirements of S174(3) of the *Local Government Regulation 2012*.

THEME 1: ECONOMIC DEVELOPMENT & INFRASTRUCTURE

A strong and growing shire economy strengthened through building on existing industries while embracing new opportunities. Infrastructure is efficient and cost-effective supporting economic growth and meeting the future needs of the community. Council continues to take a strategic approach to investing in infrastructure and services supporting industries which have the best prospects of competitive advantage.

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
1.1 Promote Croydon to a wider audience as a quality destination.	DCTM	Continue to develop and implement a tourism strategy to focus Council's marketing, investment and resource effort	Continual improvement to increase visitation stay and spend.	Marketing campaign is underway for the coming year with more exposure in tourism books and brochures. VIC staff are always encouraging people to stay an extra night by offering what Croydon has to see and do including walking tour and Forever Golden tour.			
	CEO	Expand and manage the Croydon Caravan Park as a key accommodation asset	Maintain and upgrade caravan park facilities in line with budget capabilities. Explore external funding sources for improvements.	New caravan park managers have been interviewed with contract sent, anticipated start date end October 2025. Current Caravan Park Managers moving on after 2 years.			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
	DCTM	Showcase the heritage precinct by enhancing areas around the precinct	Demonstrated ongoing of implemented enhancements.	Exemption Cert. approval for new roof on Matron Morrow building. Awaiting approval to repaint Police Res.			
	DCTM	Promote bird watching activities within the shire and particularly around cemetery swamp	Demonstration of marketing and outreach activities designed to attract birdwatchers	Birds of Croydon are on display and free for visitors to take at the VIC. Within tours local birds are pointed out for discussions.			
	DCTM	Showcase Croydon's historical attractions	Demonstration of marketing and outreach activities focussed on Croydon's historical attractions.	The free walking tour and Forever Golden tours weekly tells stories of our history and the attractions and buildings around town. At the VIC staff encourage visitors to explore all Croydon's attractions by showing them on the town map.			
	DIS	Pursue all funding avenues to complete sealing of the Matilda By-way known as the Croydon to Richmond Road, where possible in partnership with Richmond Shire Council.	Length of Richmond Road unsealed is progressively reduced. Annual TIDS allocation used to improve the road network. DRFA Betterment funding utilised where possible for upgrading	CRC funding application was unsuccessful. Utilizing TiDS funding for Stabilization & Seal on a 4KM section between CH158.9 to 162.9 in conjunction with QRA REPA works.			
1.2 Continue to improve the shire road network and progressively seal the Richmond Road as a major cattle corridor.							

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
	DIS	Progressively improve the length of time shire roads remain open through prioritising works on sections which restrict movement during the wet season.	Road upgrades in the Capital Budget to improve drainage structures and seal lengths. Apply for and utilise external funding for upgrades to the road network. .	Utilizing LRCIP-4 2B funding to align Mabel & Hasseler Street.			
	DIS	Continue to secure road contracts and access external funding to undertake work, which progressively upgrade the State and local road network.	Successful road works contracts; annual capital budget road works program delivered. Annual RMPC funds available and expended in the financial year. TIDS allocations available and expended in the financial year. DRFA works prioritised and programmes delivered within timeframes.	Planned for execution of RMPC and DRFA REPA works on Savanah Way between Croydon & Normanton, anticipate delivery in Q2.			
	CEO/DIS	Continue to lobby the Department of Main Roads to realign the dangerous corner at Samwell and Sircom Streets	Successful realignment of dangerous roadway Assist the Mayor in delegations to relevant TMR Minister for funding	Road Saety Audit for corner shared with Dept Main Roads, Ergon power pole needs moving at a cost in excess of \$300,000. During rPPP community consultation week letters of support for funding will be sought from transport companies			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
1.3 Ensure investment in infrastructure achieves operational efficiency and value for money.				and community members.			
	CEO	Continue to lobby the Department of Main Roads to raise and widen the Gilbert River Bridge	Raising and widening of the bridge Assist the Mayor in delegations to relevant TMR Minister for funding	Again during community consultation week for rPPP letters of support will be sought to assist advocacy.			
	DIS	Continue to implement business improvements to ensure infrastructure design and construction is fit for purpose and minimises whole of life costs.	Designs as needed and appropriate planning for major projects (over \$500,000.00) Improvements are carried out with consideration of future maintenance cost. Demonstrated reasoning for upgrading infrastructure i.e cost benefit ratios for major funding applications (over \$500,000.00) Improvements align with council strategic and prioritisation plans.	On-going, utilizing external consultants as required to carry out VFM analysis.			
1.4 Grow the shire economy, population and rate base through release of additional land for sale.	CEO	Dispose of surplus Council owned allotments through public tender or auction.	Surplus lots identified and sold; rates base increased.	Audit of council owned blocks currently being undertaken, waiting list of 3 for surplus allotments currently.			
1.5 Secure passenger links with major centres	CEO/DIS	Manage Croydon Airport to meet current and future user demand.	Continued maintenance of the facility.	Funding sought under RAUP for new lighting etc.			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
1.6 Skilled workforce is available to support local industries.			Upgrade of infrastructure for the safety of the airport. e.g. fencing upgrade and clearing Apply for funding to improve aerodrome facilities and infrastructure. Investigate possible improvements to the airport facilities and aerodrome.				
	DCS	Relevant employment training opportunities are available to up-skill the local workforce.	Adequately trained workforce to meet local employment needs. Secure traineeships and apprenticeships where available.	All First start allocations filled. Awaiting allocations for 25/26 program. Training offered to support staff in development and upskilling.			
	DCS/WHSA	Training delivery and costs are shared across groups and with adjoining local governments to enhance skills development across the region.	Council data demonstrates increase in qualified skilled workers.	First aid training provided to a cross section of Council staff as well as provision of a public access course for local business and the public.			
	DCS/DCTM	Training opportunities to include community members where possible	Increased participation in training opportunities by the community including Tagalaka people. Demonstrated outreach for community participation.	Training opportunities sent to community groups. Training advertised on social media.			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
1.7 A safe, reliable, and affordable water supply is maintained to the town of Croydon.	DIS	A reduction in the town water supply consumption per capita is achieved through demand management initiatives including education, metering and consumption based charging	Develop inspection programme to identify leaks and repair. Upgrade existing water pipe infrastructure to reduce leaks, bursts, dead ends and faulty hydrants. Implement an education program with community services. Investigate the use of digital meters to identify major uses of water earlier.	Leak repair being carried out reactively. A full GPR for town has been recently carried out.			
	DIS	A program of mains replacement and rationalisation of water supply network infrastructure for improved efficiency is undertaken.	Water utility cost increases are maintained within annual local government cost rise indices. Identification and costing of water pipe dead ends to create circular water connection to reduce the need for flushing.	Packages 1,2 & 3 help build resilience and capacity in ageing infrastructure.			
1.8 Promote waste management initiatives which support waste minimisation	DIS	Better management of waste going to landfill through policies which recognise waste as a resource and encourage re-use, recycling and reduction.	Landfill operations are cost effective and environmentally sustainable Waste is segregated at the refuse facility and managed. Complaints are investigated and resolved FNQROC Waste advisory committee meeting attendance and active participation.	Exploring opportunities in conjunction with FNQROC			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
1.9 Secure access to competitively priced energy and reduce Council's exposure to the impacts of climate change.	DIS	Explore options to minimise Council's energy costs through short and long-term strategies including meeting energy demand from other sources	Energy costs maintained within annual local government cost rise indices Investigate alternate power sources including the installation of solar panels on council infrastructure and seek funding if available	Reviewing opportunities for funding through State & Fed grants.			
	CEO	Explore solar power options for Council facilities	Advocate for solar power use	Funding under REFF program unsuccessful, further funding applications to be lodged			

THEME 2: ENVIRONMENTAL SUSTAINABILITY

The Shire's natural environment is sustainably managed to retain its biodiversity and ecological processes while supporting land and natural resource use for regional prosperity.

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
2.1 The impact of weeds and pest animals on the environment and rural production is reduced.	DIS/LLO	Work collaboratively with landholders and external stakeholders to reduce pest numbers and spread in accordance with the shire Pest Management Plan.	Conduct regular programs to reduce pests through external communications. Communications to landholders on available strategies from Biosecurity Qld and councils' involvement Investigate possible information sessions for landholders	LLO communication with Local Landowners on available support.			
2.2 The wild dog baiting program meets the needs of the shire's grazing industry	DIS/LLO	Empower landholders through a local wild dog management committee to make decisions on delivery and funding of wild dog management programs in conjunction with Council and Biosecurity Queensland.	Continual coordinated baiting programs and education forums.	Ongoing, one scheduled for October 2025.			
2.3 New development including mining activity is located and managed to protect the shire's natural, cultural, social and amenity values.	CEO	Council will continue to monitor remediation of previous mining activity and provide input to proposed new mining developments to ensure mining operations are environmentally and socially sustainable.	Ongoing communications with mining companies regarding cultural, social and amenity values.	Currently undertaking potential temporary mining camp site with Lawyers, Dept Resources and Town Planners.			

THEME 3: CORPORATE GOVERNANCE & LEADERSHIP

Croydon Shire Council consistently delivers strong inclusive local leadership based on the principles of good governance.

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
3.1 Community Engagement: Council has meaningful engagement with the shire community and external stakeholders to ensure Council's decisions fully consider the range of community views.	CEO/DCTM	Council effectively communicates with the shire community and external stakeholders in a timely and appropriate manner consistent with Council's Community Engagement Policy and the use of online platforms to better engage with the community.	Community is well informed on key issues and has input to policy development.	Community engagement through social media platform, website and posters around town for those without internet access. An outdoor notice board to be installed outside the library has been ordered.			
3.2 Organisational Sustainability: Council is committed to the efficient management of community infrastructure, assets and resources through effective long-term planning	CEO/DCS	Council's long-term financial plan, asset management plan and planning scheme is regularly reviewed and monitored.	Long term plans are developed and implemented through corporate plan, operational plans and annual budgets, and reviewed.	Ongoing monitoring with improvements implemented as identified			
	CEO	Council undertakes enterprise risk management planning to identify potential areas of risk to its business and put in place appropriate mitigation measures.	Enterprise Risk Management Framework completed and applied, and reviewed.	Investigations currently being undertaken for new ERM system.			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
and responsible operational activity.	CEO	Council's Corporate Plan sets in place the overall direction of Council's annual operational plan consistent with the Community Plan vision and strategies	New Corporate Plan to be developed	New Corporate Plan to be developed during rPPP community consultation week October 2025.			
	CEO/DCS	Council prepares annual budgets which are consistent with Council's Community Plan and Corporate Plan.	Financial sustainability indicators met; Council receives an unqualified audit report.	Budgets carefully administered with external audit completed.			
	CEO/DCS	Council maximises income through external funding sources including special purpose grants across all business areas.	Apply for appropriate funding to meet the needs of Council's prioritisation and infrastructure plans.	Council continue to apply for relevant funding, rPPP should assist with future applications.			
	DCS	Council prepares annual operational plans which ensure programmed works deliver agreed corporate strategies.	The annual report on Council's Corporate Plan demonstrates performance is being met through reporting on agreed indicators.	Annual report being prepared this Qtr for finalisation in Qtr 2			
	DCS	Council enhances its asset management plan system to achieve full financial and operational integration of asset planning, maintenance, replacement and service delivery.	Financial sustainability indicators met.	Ongoing monitoring of asset plans and financial sustainability ratios			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
3.3 Service Delivery: Council is committed to delivering local government services of a consistently high standard meeting community needs and expectations.	CEO	Council is committed to continual business improvement to ensure its service delivery is targeted to meeting community need, operational efficiency and long term financial sustainability.	Community satisfaction, long-term financial sustainability and maintaining sound financial rating.	Ongoing training for staff to deliver benchmark services.			
	CEO/DCS	Council's internal governance arrangements ensure all workplace participants are informed, share a common set of values which build a climate of integrity and teamwork across Council, and take responsibility for their workplace conduct.	Council is regarded as an Employer of Choice; compliance with Code of Conduct.	Council continue to offer local employment opportunities and ensure staff comply with Government standards and Code of Conduct.			
	CEO/DCS	Council develops an enhanced IT capability to further improve operational performance and efficiency and external communication and community engagement	Internal and external user satisfaction	IT services continually evolving			
	WHS	Council is committed to a safe workplace for all workers and the public through compliance with Council's Workplace Health and Safety Management System.	Meet the strategic goals and actions set in the WHS Management System Plan 2025-26	The strategic goals and actions for this quarter are on track, with actions continuing into later quarters			
3.4 External Relationships: Council leverages	CEO	Council forms partnership with external stakeholders and regional alliances to	Demonstrated value for money is secured.	Council continue to work closely with external			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
enhanced community outcomes through collaborative arrangements with external organisations.		enhance the performance of the organization and secure improved community benefits.		stakeholders and partner with adjoining councils.			
	CEO	Council provides leadership in regional planning processes to secure beneficial outcomes for the Croydon Shire.	Participation in regional committees and forums.	Council are active participants in both NWQROC and FNQROC meetings including sub committees.			

THEME 4: A HEALTHY RESILIENT COMMUNITY

Residents have a strong sense of belonging to a community which values its cultural identity, heritage and lifestyle and is open, inclusive and respectful of individuals. Community clubs and organisations are well managed with strong, active memberships delivering sustainable, 'grass roots' community outcomes. We embrace coming together to celebrate our talents, achievements and shared values. Croydon residents experience rising levels of health and well-being through a holistic approach which includes improved access to quality education, health care, housing, employment, recreational, and cultural activities.

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
4.1 The community has access to quality health services within a holistic approach to community health and well-being.	CEO	Council will continue to make representations for improved access to quality primary and allied health care services for the Croydon community and support active community involvement in planning for the delivery of health care services which are responsive to community needs.	Demonstrated representations have been made.	Council actively participate in Allied Health meetings and advocate for specialist services.			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
4.2 The community's diverse needs are met through a range of social infrastructure services and facilities that are inclusive and equitable.	DCTM	Council will facilitate a holistic, collaborative approach to improved community health and well-being through innovative and inclusive healthy lifestyle programs and recreational facilities which meet the broad needs of the community.	Number of opportunities for residents to participate in healthy lifestyle activities and participation levels	RU Ok awareness & campaign online and in emails, Teen Mental Health Matters webinar were held at the library for the community in Sept. Seniors lawn bowls morning tea is planned for Oct. The pool has reopened for warmer months. The gym is open four days a week. Men's Mental Health Fishing trip in Oct.			
	DCTM	Council continues to operate community and cultural services which are not being delivered by the private sector to ensure equity of access to quality child care, recreation and cultural activities for Croydon residents.	Service accreditation maintained; increase in participation levels. Maintain services to align with department and community expectations.	Childcare continues to offer a service for families including after school care. A recent visit by the department showed a pass on all requirements.			
	DCTM	Council provides assistance to community clubs and groups to develop their capacity and sustainability to deliver services which are not	Provide support to community groups.	New Community Services Officer has commenced with Council. A welcome morning tea Meet N Greet			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
		mainstream local government functions.		for the community was held. CSO has engaged our community groups with a email to introduce and offer any assistance where needed. Information is shared with community groups when received via emails.			
4.3 Encourage and support a community culture of education, up skilling and life-long learning.	CEO/DCS	Council will continue to invest in up skilling its workforce and offering traineeships which build job readiness through an organisational learning strategy.	Workforce skills developed. Active participation in First Start Program and other industry bodies.	Council continue to advocate for traineeship and apprenticeship funding to upskill community youth.			
	DCTM	The Croydon Library continues to expand as a centre for learning and personal development through innovative programs and community engagement activities for all ages.	Diversify services provided. Maximise opening hours.	Library now has full time staff to be open 8.30am to 4pm each day. Activities are changed each week for children to engage in creative play. STEM workshop in Sept. Offering fine motor skills and creative play.			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
4.4 Access to arts development, cultural enrichment and cultural experiences improves community well-being.				A new play and engaged area in the library is being sourced for the near future.			
	DCTM	Council provides support for community initiatives which encourage participation in creative activities, learning of new skills, and opportunities to appreciate local history and Indigenous culture.	Provide support to cultural activities organised by community clubs and organisations.	Offering variety of arts workshops, Mosaic, Paint by Numbers and working towards other facilitators to travel to Council came together with local Tagalaka Community for NAIDOC working together for a successful day of cultural awareness.			
	DCTM	Council encourages creative arts activities to make use of existing community facilities, enhancing community access to public spaces and buildings and fostering community ownership and civic pride.	Council's buildings and facilities are maintained and available for a range of community activities and events.	Public spaces are utilised, gym & pool are open for use, Doris Casey Hall is used for RADF workshops and STEM workshops. Rodeo grounds are utilised for public and private functions.			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
	DCTM	Council delivers a cultural development program that promotes participation and access, engages with all members of the Croydon Shire community, advocates the value of history and heritage, recognises the contribution of contemporary arts and cultural workers, and enhances economic development.	Council prepares and delivers an annual arts program.	RADF is well utilised with various workshops including Mosaic & paint by numbers. All community is welcomed to any workshop.			
4.5 Croydon's valuable legacy of heritage buildings and places is protected, managed and presented to allow residents and visitors to appreciate the shire's past while ensuring current and future community needs are met through appropriate adaptation and use.	DCTM/DIS	Council will maintain heritage buildings and places to the best of their ability thus ensuring the integrity and appearance of the buildings and displays while continually exploring ways to adapt the use of the buildings and sites or install/update existing displays.	Can demonstrate that necessary maintenance has been kept up to date for all heritage buildings and places, including the displays and existing experiences, and that new uses/displays have been explored and pursued.	Maintenance is reported immediately and actioned. When required Exemption cert are applied for. Plans to replace the roof of Matron Morrow and repaint of Police Res. To come in the near future. New displays & new buildings are being looked at in the current Master Plan.			
4.6 Adequate housing is available to meet current and future	CEO	Council continues to maintain a housing stock to support recruitment and retention of qualified staff to key positions.	Council's workforce is housed; financial sustainability not adversely impacted.	Council have completed 6 new houses, awaiting valuer to identify 3			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
needs for Croydon residents.				houses for on selling to community members/long term staff.			
4.7 Croydon residents come together to celebrate and share their culture, lifestyle and achievements through a range of community festivals, events and programs.	DCTM	Council coordinates a community events calendar to encourage broad participation across the full range of community events.	Community Events Calendar published on website and distributed locally; Calendar events promoted widely.	All community events are advertised online and posters around town.			
	DCTM	Council provides support to community groups which run festivals, events and activities.	Support provided to community groups including Community Grants Program.	Participated in NAIDOC. Community grants were awarded to 4 community groups. Future engagement with Tagalaka and local family with an organised event and awareness for their son's medical condition.			
	DCTM	Council holds civic events which celebrate and acknowledge individual and community contribution and achievement.	Annual Program of Civic Events held.	Community grants approved for four community organisations who will receive \$4,000 each towards their projects.			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
4.8 Croydon is a well-planned, safe, liveable community which is appreciated by residents and visitors alike.	DIS/DCTM	Public facilities, parks and infrastructure are managed and presented to ensure residents and visitors enjoy a quality experience including the incorporation of shade planting along streets and in public parks and places.	User satisfaction maintained; Adequate Park shading and equipment maintained. Improvements identified and put forward. Complaints are investigated and resolved. Assets are maintained to a satisfactory condition- mowed, trees trimmed, buildings in good presentable state, all seating and tables kept clean and useable. Budget items identified and presented for possible funding in capital budgets. Apply for funding if available and within budget restraints. Annual playground inspections undertaken in line with Legislative requirements.	Parks and gardens crew do a great job maintaining our parks and are kept in top condition.			
	CEO	Council is committed to ensuring a safe, nuisance free environment for shire residents through local law enforcement and community education.	Local Law compliance maintained; Invest in community education programs in line with local law policies and investigate potential breaches.	Programs regarding sound animal management principles ongoing, yard cleanups etc. Complaints are followed up on and relevant actions enforced.			

Corporate Plan Strategy	Responsibility	Implementation Action	Key Performance Indicator	Status/Comment Q1	Status/Comment Q2	Status/Comment Q3	Status/Comment Q4
4.9 Effective disaster management arrangements support community safety outcomes	ALL	Council continues to provide leadership in preparing for, mitigating and responding to disasters through resourced and effective Local Disaster Management Group arrangements	Community resilience and preparedness for disasters, Volunteer emergency service groups operate effectively Local Disaster Management Group meets regularly Attendance at District Disaster Management Group meetings Participate in annual Get Ready program.	Cool burn program undertaken for fire prevention, Pre-Cyclone cleanup scheduled for disaster resilience. Get Ready Program is underway.			
	CEO	Lobby for installation of weather radar station in Croydon as part of regional network.	Demonstrated lobbying for weather radar station.	Whilst BOM Qld are in favour of radar station Commonwealth Government remain resolute on not installing in the area.			

OFFICER KEY	
CEO	Chief Executive Officer
DCS	Director Corporate Services
DCTM	Director Community, Tourism and Marketing
DIS	Director Infrastructure Services
WHSA	Workplace Health & Safety Advisor
LLO	Local Laws Officer

CROYDON SHIRE COUNCIL 2025-2026 OPERATIONAL BUDGET													Comments
Account no.	Description	2025/26 ACTUAL INCOME AS AT 30/09/2025	ADOPTED 2025/26 BUDGET INCOME	2025/26 ACTUAL EXP AS AT 30/09/2025	ADOPTED 2025/26 BUDGET EXPENDITURE	YTD Actual Net Result	Budgeted Net Result	Income % Actual vs	Expenditure% Actual vs				
1000	1	ECONOMIC DEVELOPMENT & INFRASTRUCTURE											
1050	2	TOURISM/PROMOTION											
1055	3	TOURISM	17,371	18,500	194,847	414,182	- 177,476	- 395,682	94%	47%	Income and expenditure are higher than forecast relative to the full year budget, but most probably due to timing differences which will correct itself as tourism season winds down.		
1055	1125	Fees Received (Tours)		7,390									
1055	1850	Sundry Income - Personalised Product/Tours		-									
1055	1851	Sale of Chil. Eth. Croy. Boyles	2,171	2,500									
1055	1852	Freedom Camping Donation Receipt	7,811	9,500									
1055	2400	Tourism - Operating Costs			193,695	403,082							
1055	2420	Tours Remittance Exp			-	6,600							
1055	2500	Rates & Charges - Council Properties			1,152	4,500							
1060	3	CARAVAN PARK	187,320	425,500	90,111	437,023	97,209	- 11,523	44%	21%	Income is higher than forecast relative to the full year budget, while expenditure is slightly under. As the tourism season winds down, income will come closer to budget.		
1060	1125	Caravan Park Fees Received	183,673	415,000									
1060	1126	Caravan Park Washing Machine Fees	1,691	3,000									
1060	1780	Rental Income - Employee Housing	1,956	7,500									
1060	2400	Caravan Park - Operation & Maintenance			87,895	412,023							
1060	2500	Rates & Charges - Council Properties			2,216	25,000							
1100	2	ROADS											
1105	3	ROAD CONSTRUCTION	-	-	-	-	-	-	0%	0%			
1105	1175	Roads to Recovery Subsidies 2025/26	-	-	-	-	-	-					
1105	2480	Roads to Recovery Expenditure 2025/26	-	-	-	-	-	-					
1110	3	FLOOD DAMAGE	586,039	16,124,000	3,940,420	16,000,000	- 3,354,380	124,000	4%	25%	Timing of income and expenditure is dependent on the works program		
1110	1100	Recoverable Works-Flood Damage 2025	586,039	16,124,000									
1110	2479	Council Flood Damage Expenditure 2025			3,940,420	16,000,000							
1115	3	SHIRE ROADS	197,242	1,588,861	115,399	1,271,358	81,851	317,503	12%	9%	50% of the grant was paid in advance in FY25. Timing of expenditure is dependent on the works program		
1115	1150	FAG Grant - Roads	197,242	1,588,861									
1115	2400	Shire Roads - Maintenance			115,399	1,271,358							
1120	3	TIDS - EXPENDITURE	-	-	-	-	-	-	0%	0%			
1120	2411	TIDS - Expenditure	-	-	-	-	-	-					
1125	3	MAIN ROADS - RPC	-	-	-	-	-	-	0%	0%			
1125	1600	Recovery RPC Main Roads	-	-	-	-	-	-					
1125	2480	Expenditure Main Roads RPC	-	-	-	-	-	-					
1130	3	MAIN ROADS - RMPC	51,007	263,953	84,652	285,109	- 33,645	- 21,155	19%	30%	On track		
1130	1600	Recovery Main Roads - RMPC		263,953									
1130	1601	Recovery Main Roads - Emergent Works	51,007										
1130	2480	Main Roads RMPC M&Op			84,315	285,109							
1130	2486	DRFA REPA WRKS CSC EVNT 241 CN-24077			338								
1150	2	INFRASTRUCTURE - LONG TERM FIN PLANNING											
1155	3	ENGINEERING	-	-	160,254	440,512	- 160,254	- 440,512	0%	36%	Slightly ahead of forecast.		
1155	2100	Consultants Fees	-	-	-	-	-	-					
1155	2400	Maintenance & Operation	-	-	160,254	409,512							
1155	2500	Rates & Charges - Council Properties	-	-	-	5,000							
1155	2800	Equipment - Not Capital	-	-	-	26,000							
1160	3	WORKSHOP	-	-	2,589	50,277	- 2,589	- 50,277	0%	5%	Under forecasted expenditure and will be reviewed as part of the Sept Qtr budget review		
1160	2400	Operation & Maintenance	-	-	2,589	47,973							
1160	2500	Rates & Charges - Council Properties	-	-	-	2,304							
1165	3	PLANT	-	-	249,444	630,000	249,444	630,000	0%	40%	Slightly ahead of forecast.		
1165	1420	Motor Vehicle Hire	-	-	-	-	-	-					
1165	2048	Recovery Plant Hire	-	-	701,312	3,100,000							
1165	2400	Plant Operation & Maintenance	-	-	457,869	2,470,000							
1170	3	STORE	-	-	19,072	109,219	- 19,072	- 109,219	0%	17%	Slightly under forecast		
1170	2210	Freight Costs	-	-	1,059	11,000							
1170	2400	Stores - Operation & Maintenance	-	-	18,013	98,219							
1170	2910	Store Stock Adjustments	-	-	-	-	-	-					
1200	2	LAND											
1205	3	UNALLOCATED STATE LAND	-	7,000	-	7,000	-	-	0%	0%			
1205	1120	DEM Funding - USL Blocks Slashing	-	7,000	-	-	-	-					
1205	2400	Vacant State Land - Maintenance	-	-	-	7,000							
1250	2	TRANSPORT											
1255	3	AERODROME	-	-	12,554	184,728	- 12,554	- 184,728	0%	7%	Under forecasted expenditure and will be reviewed as part of the Sept Qtr budget review		
1255	2400	Aerodrome - Operation & Maintenance	-	-	12,554	183,878							
1255	2500	Rates & Charges - Council Properties	-	-	-	850							
1355	2	WATER											
1355	3	WATER	104,714	222,645	64,062	507,571	40,652	- 284,925	47%	13%	Revenue on track as first half yearly rate notices have been issued. Expenditure under forecast.		
1355	1500	Water Charges Income	104,714	222,645									
1355	1705	Rates & Charges - Water Offs	-	-									
1355	2400	Water Supply - Operation & Maintenance	-	-	64,062	507,571							
1450	2	WASTE MANAGEMENT											
1455	3	REFUSE DISPOSAL	50,431	100,000	56,661	250,169	- 6,231	- 150,169	50%	23%	On track		
1455	1500	Refuse Disposal Charges Income	50,431	100,000									
1455	2400	Refuse Disposal - Operation & Maintenance	-	-	56,661	250,169							
1455	2706	Rates & Charges - Refunds	-	-	-								
1500	2	TELECOMMUNICATIONS											
1505	3	COMMUNICATIONS	-	-	9,308	5,000	- 9,308	- 5,000	0%	186%	Significant overspend which will be reviewed as part of the Sept Qtr budget review		
1505	1127	Internet Use Fees Rec -Internet Cafe	-	-	-	-	-	-					
1505	2400	Communications - Operating Expenses	-	-	9,308	5,000							
2000	1	ENVIRONMENTAL SUSTAINABILITY											
2060	3	PEST MANAGEMENT	-	-	21,479	80,171	- 21,479	- 80,171	0%	27%	Expenditure is on track, but nil revenue received to date.		
2060	2480	Pest Management - Operation & Maintenance	-	-	21,479	73,671							
2060	2490	Precept - Rural Lands Protection Board	-	-	-	6,500							
2065	3	INSECT CONTROL	-	-	9,313	7,500	- 9,313	- 7,500	0%	124%	Budget overspent which will be reviewed as part of the Sept Qtr budget review		
2065	2495	Insect Control - Operation & Maintenance	-	-	9,313	7,500							
2070	3	ANIMAL CONTROL	245	500	4,344	3,000	- 4,099	- 2,500	49%	145%	Budget overspent which will be reviewed as part of the Sept Qtr budget review		
2070	1770	Registrations/Fees Income	245	500									
2070	2480	Animal Control - Operation & Maintenance	-	-	4,344	3,000							
2150	2	DEVELOPMENT ACTIVITIES											
2155	3	ENVIRONMENTAL/LANDCARE	-	1,372	1,736	2,000	- 1,736	- 628	0%	87%	Timing of expenditure to be reviewed as well as timing for issuing of licence renewals.		
2155	1120	Food Business Licence	-	1,372									
2155	2480	EPA - Operation & Maintenance	-	-	1,736	2,000							
3000	1	CORPORATE GOVERNANCE AND LEADERSHIP											
3100	2	COUNCIL											
3105	3	COUNCILLORS EXPENSES	-	-	79,896	463,784	- 79,896	- 463,784	0%	15%	Expenditure on conferences and deputations behind forecast depending on timing of events.		
3105	2410	Conferences & Deputations	-	-	7,743	40,000							
3105	2420	Councillor Remuneration	-	-	63,063	423,784							
3150	1	ORGANISATIONAL SUSTAINABILITY											
3155	3	OFFICE	29,409	16,000	844,398	2,254,100	- 814,989	- 2,238,100	184%	37%	Income higher than expected due to insurance recoveries. Expenditure is ahead of forecast at this time.		
3155	1125	Rate Search Fees Earned	165	1,000									
3155	1450	Gain on Sale of Non-Current Assets	-	-	-	-	-	-					
3155	1850	Sundry Income	8,085	15,000									
3155	1851	Sundry Income (GST Free)	20,824										
3155	1852	Building Application Fees	335										
3155	2001	Admin Overhead Recoveries	-	-	43,864	256,798							
3155	2002	Admin Overhead Recoveries (DMR)	-	-	1,079	6,303							
3155	2021	Audit Fees	-	-	818	70,000							
3155	2022	Internal Audit Expenses	-	-	-	16,000							
3155	2030	Bad & Doubtful Debts	-	-	110	1,000							
3155	2045	Bank Fees & Charges	-	-	10,015	38,000							
3155	2090	Computer Expenses	-	-	104,318	165,000							
3155	2095	Conferences & Deputations	-	-	17,223	50,000							
3155	2100	Consultants Fees- Accounting & Compliance	-	-	56,641	125,000							
3155	2105	Cents Rounding	-	-	1								
3155	2200	Fringe Benefits Tax	-	-	-	3,000							
3155	2240	2024 Council Election Expense	-	-	-	-	-	-					
3155	2320	Insurance	-	-	174,340	145,922							
3155	2321	Public Liability	-	-	37,187	36,000							
3155	2440	Legal Expenses	-	-	8,270	75,000							
3155	2480	Maintenance & Operation Expenses	-	-	203,874	333,582							
3155	2500	Office - Rates	-	-	-	3,723							
3155	2685	Recruitment Expenses	-	-	7,142	65,000							
3155	2725	Salary & Wages	-	-	262,656	1,337,973							
3155	2840	Valuation Fees	-	-	6,745	50,000							
3155	2900	Equipment - Not Capital	-	-	-	2,000							
3160	3	GRANTS	705,480	5,809,923	320	-	705,160	5,809,923	12%	0%	Revenue behind target as 50% of the FAG subsidy was paid in advance in FY25.		
3160	1150	Subsidies - FAG	688,852	5,669,923									
3160	1178	Subsidies Employment	-	-	-	-	-	-					
3160	1850	Employment Subsidy	2,323										
3160	1853	Diesel & Altam Fuels Grants Scheme	14,305	140,000									
3160	2411	NW											

CROYDON SHIRE COUNCIL 2025-2026 OPERATIONAL BUDGET											Comments			
Account no.	Description	2025/26 ACTUAL INCOME AS AT 30/09/2025	ADOPTED 2025/26 BUDGET INCOME	2025/26 ACTUAL EXP AS AT 30/09/2025	ADOPTED 2025/26 BUDGET EXPENDITURE	YTD Actual Net Result	Budgeted Net Result	Income % Actual vs	Expenditure % Actual vs					
3200	2	SERVICE DELIVERY												
3205	4	RATES - URBAN	145,559	285,038	-	-	145,559	285,038	51%	0%	On track			
3205	1500	Urban Rates Income	145,973	288,490										
3205	1501	Urban Discount Allowed	-	352	-	3,452								
3205	1705	Urban Rates & Charges - Write Offs	-	62	-									
3210	4	RATES - RURAL	196,751	394,300	-	-	196,751	394,300	50%	0%	On track			
3210	1500	Rural Rates Income	197,466	402,943										
3210	1501	Rural Discount Allowed	-	715	-	8,643								
3215	4	RATES - MINING	1,523	3,025	-	-	1,523	3,025	50%	0%	On track			
3215	1500	Mining Rates Income	1,523	3,044										
3215	1501	Mining - Discount Allowed	-	19	-									
3250	2	EXTERNAL RELATIONSHIPS												
3255	3	REGIONAL ORGANISATIONS	-	-	-	30,000	-	30,000	0%	0%	Timing of expenditure to be reviewed.			
3255	2480	Regional Memberships	-	-	-	30,000								
3300	2	OVERHEADS/ONCOSTS												
3305	3	WAGES ONCOSTS	-	-	-	19,261	-	12,283	19,261	12,283	0%	157%	When adjusted for the payment of the worker's compensation insurance all items are on track.	
3305	2547	Recovery Oncosts - Wet Weather	-	-	-	13,795	-	54,764						
3305	2548	Recovery Oncosts - Quality Assurance	-	-	-	2,331	-	9,431						
3305	2549	Recovery Oncosts - Fringe Benefits Tax	-	-	-	2,297	-	12,711						
3305	2550	Recovery Oncosts - Annual Leave	-	-	-	120,954	-	542,516						
3305	2551	Recovery Oncosts - Long Serv Leave	-	-	-	24,111	-	108,149						
3305	2552	Recovery Oncosts - Public Holidays	-	-	-	41,166	-	184,649						
3305	2553	Recovery Oncosts - Sick Leave	-	-	-	15,099	-	66,295						
3305	2554	Recovery Oncosts - Superannuation	-	-	-	128,438	-	575,091						
3305	2555	Recovery Oncosts - Workers Comp Ins	-	-	-	9,981	-	42,108						
3305	2557	Recovery Oncosts-Work Health & S	-	-	-	22,970	-	101,139						
3305	2558	Recovery Oncosts - FP&L Tools	-	-	-	13,950	-	56,445						
3305	2559	Recovery Oncosts - Training	-	-	-	35,370	-	155,743						
3305	2560	Annual Leave - Transfer to Provision	-	-	-	124,883	-	557,395						
3305	2561	Long Serv Leave - Transfer to Provision	-	-	-	8,536	-	35,751						
3305	2562	Public Holiday Payments	-	-	-	-	-	225,575						
3305	2564	Sick Leave Payments	-	-	-	64,949	-	230,013						
3305	2565	Superannuation Employer Contribution	-	-	-	120,002	-	584,026						
3305	2566	Workers Comp Insurance	-	-	-	75,909	-	91,574						
3305	2765	Training	-	-	-	16,924	-	173,425						
4000	1	COMMUNITY WELLBEING & RESILIENCE												
4055	3	ENVIRONMENTAL HEALTH SERVICES	-	-	-	2,000	-	2,000	0%	0%				
4055	2480	Environmental Health Services	-	-	-	-	-	2,000						
4060	3	SAFETY	-	-	-	84,080	401,127	-	84,080	-	401,127	0%	21%	On track
4060	2400	Operational Expenses WH & S	-	-	-	81,913	381,127							
4060	2900	Equipment - Not Capital	-	-	-	2,167	20,000							
4100	2	COMMUNITY SERVICES												
4105	3	CHILD CARE	31,879	139,718	98,962	287,706	-	67,083	-	147,988	23%	34%	Income on track while expenses are a little higher than forecast. To be monitored.	
4105	1121	Reimb From Childcare Fund (Trust)	-	-	-	-	-	-	-	-	-	-		
4105	1125	Fees Received	31,879	74,718										
4105	1195	Childcare - Operational Subsidy	-	-	-	65,000								
4105	2400	Childcare - Operating Expenses	-	-	-	98,831	284,672							
4105	2500	Rates & Charges - Council Properties	-	-	-	132	3,034							
4115	3	COMMUNITY SERVICES	9,760	11,500	25,363	177,637	-	15,603	-	166,137	85%	14%	Income higher due to grant funding while expenditure is under.	
4115	1153	Stronger Communities 25-26	5,125	5,125										
4115	1160	Q Rail Contribution	4,635	11,500										
4115	2450	Railway Station Expense	-	-	-	5,135	12,898							
4115	2452	Community Services - Operational Expenditure	-	-	-	20,228	164,739							
4120	3	QGAP	-	53,216	537	2,264	-	537	50,952	0%	24%	On track		
4120	1150	Grants-QGAP Operations	-	53,216										
4120	2400	QGAP - Operating Expenses	-	-	-	537	2,264							
4125	3	CEMETERIES	-	-	-	4,906	17,755	-	4,906	-	17,755	0%	28%	On track
4125	2400	Cemeteries - Operation & Maintenance	-	-	-	4,873	16,755							
4125	2500	Cemeteries - Rates & Charges	-	-	-	33	1,000							
4155	3	LIBRARY	-	6,000	10,857	114,345	-	10,857	-	108,345	0%	9%	Timing of expenditure to be reviewed.	
4155	1176	State Subsidy	-	6,000										
4155	1178	Library Fundraising Receipts	-	-	-	-	-	-	-	-	-	-		
4155	2400	Library - Operation & Maintenance	-	-	-	10,857	114,345							
4200	2	ARTS AND CULTURE												
4205	3	HALLS	2,569	2,000	-	-	2,569	2,000	128%	0%	Hall hire income higher than forecast.			
4205	1850	Sundry Income - Hire of Halls	2,569	2,000										
4210	3	ARTS	20,248	20,248	4,067	14,646	16,181	5,602	100%	28%	Grant received in full, expenditure is on track.			
4210	1850	Community Art - Sundry Income	82											
4210	1175	RADF Subsidy	20,248	20,248										
4210	2400	Arts - RADF Program Expenses	-	-	-	4,067	12,646							
4210	2420	Arts - Operation & Maintenance	-	-	-	-	2,000							
4220	3	MUSEUM	-	-	-	5	1,900	-	5	-	1,900	0%	0%	
4220	2400	Museum - Operation & Maintenance	-	-	-	0	1,500							
4220	2500	Rates & Charges - Council Properties	-	-	-	5	-							
4225	3	CULTURAL ACTIVITIES	-	-	-	1,500	-	-	1,500	0%	0%			
4225	2400	Ovic Cultural Activities - Op & Maintenance	-	-	-	-	1,500							
4250	2	HERITAGE												
4255	3	HERITAGE	434	900	31,034	3,319	-	30,600	-	2,419	48%	935%	Need to investigate nil budget allocation for operational costs as part of Sept Qtr budget review.	
4255	1865	Donations - Heritage	434	900										
4255	2400	Heritage - Operation & Maintenance	-	-	-	31,026								
4255	2500	Rates & Charges Council Properties	-	-	-	7	3,319							
4300	2	HOUSING												
4305	3	EMPLOYEE HOUSING	44,665	150,000	49,041	172,453	-	4,376	-	22,453	30%	28%	On track	
4305	1780	Rental Income - Housing	44,665	150,000										
4305	2400	Employee Housing - Repairs & Maintenance	-	-	-	45,925	154,831							
4305	2500	Employee Housing - Rates & Charges	-	-	-	3,116	17,622							
4310	3	PENSIONER HOUSING	4,392	25,000	2,531	14,405	1,861	10,595	18%	18%	Income and expenditure are slightly less than forecast but not of concern.			
4310	1780	Rental Income	4,392	25,000										
4310	2400	Pensioner Housing - Repairs & Maintenance	-	-	-	2,330	9,036							
4310	2500	Pensioner Housing - Rates & Charges	-	-	-	200	5,369							
4350	2	FESTIVALS, EVENTS AND PROGRAMS												
4355	3	EVENTS	1,663	-	16,600	65,000	-	14,937	-	65,000	0%	26%	On track	
4355	2400	Seniors Trip	-	-	-	-	-	-	-	-	-	-		
4355	1866	Community Grant Funding	-	-	-	-	-	-	-	-	-	-		
4355	1868	Other Income	18	-	-	4,537	-	-	-	-	-	-		
4355	1867	Chinese Temple Grand Opening	1,645	-	-	-	-	-	-	-	-	-		
4355	2440	Festivals, Events and Programs	-	-	-	16,600	65,000							
4405	3	PLANNING & DEVELOPMENT	84	6,000	-	11,000	84	-	5,000	1%	0%	Timing of expenditure to be reviewed.		
4405	1126	Fees Received - Building/Planning	-	5,000										
4405	1128	Planning Application Fees	84	1,000										
4405	2400	Town Planning - Operations	-	-	-	-	10,000							
4405	2430	Planning Inspection Expense	-	-	-	-	1,000							
4410	3	PARKS & RESERVES	-	-	62,483	146,668	-	62,483	-	146,668	0%	43%	Expenditure is higher than forecast and will be reviewed as part of the Sept Qtr Budget review.	
4410	2400	Parks & Reserves - Operation & Maintenance	-	-	-	58,742	109,401							
4410	2500	Parks & Reserves - Rates & Charges	-	-	-	3,742	37,267							
4415	3	SPORTS FACILITIES	164	-	55,501	166,360	-	55,338	-	166,360	0%	33%	Expenditure is ahead of forecast.	
4415	1125	Fees Received	-	-	-	-	-	-	-	-	-	-		
4415	1127	Gym Membership Fees	164	-	-	-	-	-	-	-	-	-		
4415	2400	Sports Facilities - Operation & Maintenance	-	-	-	43,854	131,776							
4415	2500	Rates & Charges - Council Properties	-	-	-	11,647	34,585							
4420	3	SWIMMING POOLS	-	-	30,037	149,590	-	30,037	-	149,590	0%	20%	On track	
4420	1125	Fees Received	-	-	-	-	-	-	-	-	-	-		
4420	2400	Swimming Pool - Operation & Maintenance	-	-	-	30,037	149,590							
4425	3	LAKE BELMORE RECREATION AREA	-	-	44,166	102,364	-	44,166	-	102,364	0%	43%	Expenditure is ahead of forecast.	
4425	2400	Lake Belmore - Operation & Maintenance	-	-	-	39,629	85,000							
4425	2420	DEPM - Lake Belmore Lease Rental	-	-	-	4,537	17,364							



Croydon Shire Council

Sexual and Sex or Gender-Based Harassment Policy

Document Control

Responsible Officer: **Director of Corporate Services**

Director Signature: _____

Date:

Category (tick):

- ☒ **Policy** *Council resolution required*
- ☐ **Procedure** *Director of Corporate Services approval required*
- ☐ **Guideline** *Director of Corporate Services approval required*

APPROVAL DATE	HEAD POLICY #	REFERENCE NUMBER	REASON/COMMENT	NEXT REVIEW
	POL STRAT	N/A	New Policy	Sep 2027

Purpose

This policy aims to ensure the risks of sexual harassment and sex or gender-based harassment are eliminated or minimised within Croydon Shire Council work and other places covered by this policy.

It ensures compliance with the Work Health and Safety Regulation 2011, as well as other legislation, and fosters a safe, respectful, and inclusive work environment.

Scope

This policy applies to all Croydon Shire Council Workers, Councillors, Third Parties or external stakeholders.

It covers all forms of sexual harassment and sex or gender-based harassment, both at work and outside of work, in any work-related context, including but not limited to:

- Behaviour during normal work hours, whether in Council's premises or not, and
- Behaviour out of work hours including at conferences, work camps, work and client functions, office social events (including externally held social events)
- Conduct engaged in on social media (e.g., Facebook, X (Previously Twitter), Snapchat, WhatsApp, Instagram etc by a person where there is a connection with the person's engagement or employment by Council

Background

Sexual harassment and sex or gender-based harassment are significant workplace risks that can cause harm to individuals and negatively impact workplace culture, productivity, and morale.

Croydon Shire Council recognises its responsibility to create a safe and respectful workplace and is committed to implementing proactive measures to prevent harassment and support affected workers.

It is also recognised that employees may be exposed to acts of sexual and sex or gender-based harassment in the course of their work from third parties with whom they interact, such as members of the community, customers and other stakeholders. Council may be vicariously liable for this conduct unless it takes reasonable precautions to prevent it.

If Council becomes aware of alleged behaviour, which if proven, would constitute a breach of this policy, it may act to prevent the behaviour from recurring even in situations where the target or victim of the alleged behaviour has not made a complaint and/or does not wish to have the behaviour investigated.

Sexual harassment and sex or gender-based harassment can take various form – a singular incident, repeated behaviour, or conduct that is obvious or subtle. The most serious acts, such as sexual assault, may also be criminal offences.

Acts of sexual harassment include:

- Unwelcome touching or physical contact, suggestive comments or jokes, sexually offensive pictures, unwanted invitations to go on dates, requests for sex, sexually explicit emails, text messages or online interactions such as social media posts

Sex or gender-based harassment includes:

- Denying opportunities or promotions to an individual based on their gender or perceived gender, or excluding someone from social events or team building activities based on their gender or perceived gender

Harassment may come from co-workers, subordinates, supervisors or managers, or from third parties such as customers, clients, patients, students, visitors, or other businesses (for example, suppliers).

Acts of harassment may also be experienced indirectly. For example, a person may experience harassment by overhearing a conversation or witnessing harassment that is directed at someone else.

Sexual behaviour directed at workers under the age of 18 may also constitute child-based sexual offences

Legislation

This policy aligns with the following legislative instruments:

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Work Health and Safety (Sexual Harassment) Amendment Regulation 2024
- Managing the Risk of Psychosocial Hazards at Work Code of Practice 2022
- Anti-Discrimination Act 1991 (Qld)
- Human Rights Act 2019 (Qld)

Term	Definition
Employee Assistance Program (EAP)	Council's Employee Assistance program is a free and confidential service and is available to Council employees and all members of their household regardless of whether they work for Council or not.
Employee	All employees of Council, whether employed on a permanent, temporary, casual or part-time basis
Psychosocial Hazard	A psychosocial hazard is a hazard that arises from, or relates to, the design or management of work, a work environment, plant at a workplace, or workplace interactions and behaviours and may cause psychological harm, whether or not the hazard may also cause physical harm. In severe cases exposure to psychosocial hazards can lead to death by suicide.
Reasonable Person Test	A common law test that asks what a reasonable person, having access to all the facts, would consider appropriate behaviour in the given circumstances.
Contact Officer	A person who has the training and authority to take specific action to prevent, report and respond to sexual harassment.
Sexual Harassment	Any unwelcome conduct of a sexual nature that is done either to offend, humiliate or intimidate another person, or where it is reasonable to expect the person might feel that way. It includes uninvited physical intimacy such as touching in a sexual way, uninvited sexual propositions, and remarks with sexual connotations.
Sex or Gender-Based Harassment	Harassment of a person on the basis of the person's sex or gender, by unwelcome conduct of a demeaning nature, where a reasonable person would have anticipated the person would be offended, humiliated or intimidated by the conduct.
Third Parties	Non council workers such as customers, clients, patients, residents, students, parents, carers, service providers, businesses (for example, suppliers), members of the public, or anyone else workers encounter at work.

Worker	A person is a Worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: • An employee; or • A contractor or subcontractor; or • An employee of a contractor or subcontractor; or • An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or • An outworker; or • An apprentice or trainee; or • A student gaining work experience; or • A volunteer; or a person of a prescribed class
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Responsibilities

Chief Executive Officer (CEO)	Will ensure compliance with legal obligations and allocate resources for implementation.
Leadership Team, Managers and Supervisors	Will lead by example, enforce this policy, consult with workers, implement control measures, and respond to reports promptly whilst fostering a safe and respectful workplace culture.
Director of Corporate Services and Work Health Safety Advisor	Will consult with each other regarding these matters once aware of such matter having occurred. WHS Advisor will support workers in identifying risks, implementing control measures and ensuring workers are consulted with the prevention plan implementation and review. Both the Director of Corporate Services and the WHS Advisor will ensure promotion of this Policy and related resources to support: • Workers who report alleged sexual harassment (the complainant) • Workers managing sexual harassment matters • Workers who have been named in an allegation of sexual harassment (the respondent) • Ensure appropriate internal and external support avenues are available to workers who report alleged sexual harassment and or identified as respondents to alleged sexual harassment
Workers	Comply with the policy and any supporting procedure, attend training, report incidents of sexual harassment and sex or gender-based harassment, support a respectful and inclusive workplace and maintain confidentiality if they are involved in the complaint procedure.

Policy

Croydon Shire Council is committed to:

- Implementing written procedures and a Sexual Harassment Prevention Plan to identify risks, control measures, and procedures
- Risk management by identifying, assessing, and controlling hazards using the hierarchy of controls
- Ensures all workers are consulted and the policy is effectively communicated and understood
- Ensuring all workers are trained and educated on harassment prevention
- Providing clear reporting mechanisms and support services
- Responding to reports of sexual or sex or gender-based harassment in appropriate and proportional manner
- Protect workers and others from being victimised or discriminated against for raising issues or concerns about sexual harassment and sex or gender-based harassment
- Regularly reviewing control measures and workplace culture

Support and Advice

Internal support is available to all workers through:

- Director of Corporate Services (Human Resources) or the Work Health Safety Advisor
- Contact Officers
- Council's Employee Assistance program (EAP) which is free and confidential. This service is available to all workers, and members of their household regardless of whether they work for Council or not

External support is available to all workers through:

- WorkSafe Queensland
- Fair Work Ombudsman
- Queensland Human Rights Commission
- Mental health hotlines and crisis support services

Awareness and Training

Council will ensure all workers are aware of:

- The risks and impacts of harassment
- Reporting procedures and available support services
- Their rights and responsibilities under this policy

Council will ensure awareness and provide training through:

- Training and induction programs
 - Regular consultation, toolbox talks, and internal communication
 - Easy access to the prevention plan and this policy
 - Regular evaluation of awareness levels via surveys and feedback mechanisms
-

Breach of this Policy

Breaches of this policy may result in:

- Disciplinary action, up to and including termination of employment
- Referral or reporting to external authorities if criminal conduct is suspected and or required
- Penalties under the relevant legislation

Related Documents

- Croydon Shire Council's WHS Policy
- Croydon Shire Council's Psychological Health, Safety & Wellbeing Policy
- Croydon Shire Council's Code of Conduct
- Croydon Shire Council's Preventing and Responding to Sexual and Sex or Gender-Based Harassment Procedure
- Croydon Shire Council Prevention Plan for Sexual Harassment and Sex or Gender-Based Harassment
- Croydon Shire Council's WHS Risk Management Procedure
- Croydon Shire Council's WHS Information, Training and Supervision Procedure
- Croydon Shire Council Consultation, Participation and Representation Procedure
- Managing the Risk of Sexual and Sex or Gender-Based Harassment at Work: Guide for PCBU's WHS Qld
- Sexual Harassment Fact Sheet: Qld Human Rights Commission

Document Maintenance and Review

This Policy must be reviewed:

- At least every two years or as required by Council
- Following a significant workplace change
- In consultation with workers
- Management arrangements show that application of the Policy fails to deliver the required outcomes
- There are changes in associated legislation and standards

WORKER ACKNOWLEDGEMENT

All Workers:

Please complete the declaration below.

Once signed, the page should be returned to the Director of Community Services.

SEXUAL & SEX OR GENDER-BASED HARASSMENT POLICY

I acknowledge:

- receiving the Council Policy.
- that I must comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name:

Signed:

Date:

Croydon Shire Council



Working with Related Persons Policy

Document Control

Responsible Officer: Chief Executive Officer

CEO Signature:

Date: October 2025

Category (tick):

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

Approval date	Head policy #	Reference Number	Reason/ Comment	Next Review
October 2025		POL STRAT	Initial Working with Related Persons Policy	October 2027

1. PURPOSE

The purpose of this policy is to establish clear guidelines for managing situations where relatives are employed by Croydon Shire Council ("**Council**"), ensuring fairness, professionalism, and the avoidance of conflicts of interest.

2. SCOPE

This policy does not form part of any employee's contract of employment or the terms of engagement of a worker. The policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee or a worker's terms of engagement.

3. BACKGROUND

In today's diverse and interconnected work environments, managing relationships between employees who are also relatives and/or have close personal relationship(s) with individuals can be challenging. To address this, Council can implement a comprehensive "Working with Related Persons Policy" aimed at maintaining fairness, professionalism, and the avoidance of conflicts of interest.

The primary goal of this policy is to establish clear guidelines for situations where relatives and/or have close personal relationship(s) with individuals are employed by Council. This policy will discuss equal employment opportunities, the process of recruitment and selection and assurance of transparency and fairness for any potential conflicts of interest. By implementing this policy, the Council aims to foster a professional and unbiased work environment where all employees can thrive, free from the complications that can arise from personal relationships. This commitment to fairness and professionalism underscores the Council's dedication to maintaining a positive and productive workplace for everyone.

4. LEGISLATION

Local Government Act 2009
Local Government Regulation 2012
Croydon Shire Council Code of Conduct
Public Services Ethics Act 1994

5. DEFINITIONS

Relative: For the purposes of this policy, a relative includes spouses, domestic partners, parents, siblings, children, grandparents, grandchildren, aunts, uncles, nieces, nephews, and in-laws.

Close Personal Relationship: typically refers to a deep, meaningful connection between individuals characterised by mutual trust, affection, and support. These relationships often involve:

- **Emotional intimacy:** Sharing personal thoughts, feelings, and experiences.
- **Trust and reliability:** Depending on each other for support and understanding.

- **Mutual respect:** Valuing each other's opinions, boundaries, and individuality.
- **Frequent communication:** Regularly interacting and staying connected.

Such relationships can be found in friendships, family bonds, or romantic partnerships.

Direct Reporting Relationship: A situation where one relative directly supervises another relative.

Conflict of Interest: A conflict of interest refers to any situation where a worker's personal relationships or interests, including those involving relatives, could influence, or be perceived to influence, their ability to act impartially and in the best interests of the Council. This includes both actual conflicts of interest, where a conflict exists, and perceived conflicts of interest, where there may be a perceived bias or favouritism.

Online interactions/ social media chats: refers to any online interactions, social media etc. Facebook, X, Instagram, WhatsApp, Snapchat etc.

Worker: A person is a **Worker** if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- An employee; or
- A contractor or subcontractor; or
- An employee of a contractor or subcontractor; or
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- An outworker; or
- An apprentice or trainee; or
- A student gaining work experience; or
- A volunteer; or a person of a prescribed class

6. POLICY

6.1 POLICY STATEMENT

Council recognises that workers may have relatives and/or have close personal relationship(s) with individuals who are also interested in working for or are currently employed by Council. While Council values diversity and equal employment opportunities, it is essential to manage situations where relatives work together to maintain a professional and unbiased work environment.

6.2 OBJECTIVE

This policy applies to all employees, volunteers and contractors of Council ("**Workers**"). It also applies to workers' relatives who may be considered for employment or other work with the Council.

6.3 ROLES AND RESPONSIBILITIES

CEO

The CEO is responsible for ensuring the fair, equitable and consistent application of this policy.

Directors, Managers and Supervisors

Directors, Managers and Supervisors are responsible for complying with this policy and ensuring that conflicts of interests are notified.

Human Resources Officer (HR)

The Human Resources Officer or delegate is responsible for ensuring consistent application of this policy.

Workers/Employees

Workers are responsible for ensuring they understand their role when undertaking recruitment and selection activities and ensuring conflict of interests are notified.

6.4 GUIDELINES

Recruitment and Selection

Relatives of current Workers are welcome to apply for open positions within Council. However, all recruitment and selection decisions will be based on merit, qualifications, and suitability for the role.

It is a requirement that where a potential candidate is applying for a role within Council, and they are aware of a relative working within Council, that they notify Council immediately to ensure Council can assess any potential conflict of interest.

Where an appointment within the recruitment and selection process poses real, potential or perceived conflict of interest due to close family relationships, personal and/or direct reporting relationships, HR will notify the CEO and the CEO will review the process and provide further direction to ensure a conflict of interest is not present.

Direct Reporting Relationships

Direct reporting relationships between relatives or close friends are discouraged to avoid conflicts of interest. If a direct reporting relationship exists or arises, it must be disclosed to HR immediately. HR will assess the situation and take appropriate action to mitigate any conflicts, which may include reassigning roles or responsibilities. HR will do this in consultation with the CEO.

It is not the intention to disallow close family or close personal relationships in the workplace, however, a direct reporting relationship coupled with a close family or personal relationship is undesirable.

Confidentiality

Workers must maintain confidentiality regarding their relatives' employment status, performance, and any other sensitive information related to their work with the Council.

Professional Conduct

Workers are expected to always maintain a professional demeanour, regardless of their relationships with colleagues. Personal conflicts should be managed outside of the workplace.

Conflict Resolution

In the event of a conflict arising from the employment or engagement of relatives or individuals with whom there is a close personal relationship(s), workers are encouraged to seek resolution through open communication and, if necessary, through the Council's conflict resolution procedures.

Online interactions/ Social media chats: Employees must ensure that any social media interactions with related persons or close personal friends, remains professional and does not compromise confidentiality, workplace relationships or the reputation of council. Personal relationships must not influence or been seen to influence work related communications or decisions made through social media

Review and Amendments

This policy will be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

6.5 BREACH OF POLICY

All workers are required to review and acknowledge receipt of this policy. Failure to comply with this policy may result in relevant action from the Council, which may, in the case of Council employees, involve disciplinary action, up to and including termination of employment. Other relevant action may be taken by Council against Council workers as appropriate in the working environment.

7. RELATED DOCUMENTS

Local Government Act 2009

Local Government Regulation 2012

Croydon Shire Council Code of Conduct

Public Services Ethics Act 1994

Human Rights Act 2019