



Croydon Shire Council

Agenda

Ordinary Meeting 20 August 2026



Croydon Shire Council

Agenda of Ordinary Meeting to be held at the Croydon Shire Council Chambers on 20 August 2026 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 16 July 2026 be confirmed.
Refer Attachment Number 1

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

5. Business arising from Minutes of previous meeting.

6. Officer's Reports

6.1 Chief Executive Officer Reports

6.1.1 Council Update

Subject: July Information Report

Attachments: Croydon Shire Council Planning Scheme Update Report
Refer Attachment No 2

Author: Chief Executive Officer

Date: 29 July 2026

Meetings were held with the following:

- Jubilee Metals – extra accommodation
- Art Malone Graphinex – update on consultation process
- Development applications – Cheyenne (to come to September meeting), Arkey, Grainer, Ah Shay
- DoR- land for sale, waiting on valuations

Following last month's meeting with Tammara Scott, Snr Town Planner, Ergon Energy, regarding future development in Croydon, impacts on substation and relocating power pole on corner of Sircom & Samwell Streets., the Asset Management team attended at site. A letter will be sent to Council regarding the findings, in the coming weeks.

Aimee Taylor of Qld Fire Dept has been investigating suitability of land near Lake Belmore for a weather station, investigating officers will attend Croydon in the next few weeks.

Business Unit: Croydon WHS Performance Report

Reporting period: July 2026

Author: Terry Simons

General Update on WHS Management
WHS Management WHS Management System WHS Policy and Procedure Reviews are ongoing, with small number currently out for review.
Pest Management Technician course - Scheduled for completion in late July 2026 with four trainees successfully completing the course.
Alcohol and other drugs testing A testing campaign was conducted in early July across Council work sites with no issues identified.
WHS Issues for Escalating
N/A

RESOLUTION

That Council accepts the July Information Report as presented.

Moved
Seconded

All in favour
Resolution No.

6.1.2 Croydon Critical Minerals Limited Croydon Shire Council Conduct

Subject: Croydon Critical Minerals Limited Croydon Shire Council Conduct and Compensation Agreement – EPM 18616

Attachments: CCML and CSC Conduct and Compensation Agreement.
Refer Attachment Number 3

Author: Andrew Kerr Moray & Agnew Lawyers

Date: 14 August 2026

Executive Summary

Croydon Critical Minerals Limited (formerly Crater Gold Limited) (“CCML”) holds an Exploration Permit for Minerals (EPM 18616) over part of the Croydon Town Reserve (Lot 952 on SP 178689) (“Land”).

CCML is proposing to undertake advanced activities as defined in the *Mineral and Energy Resources (Common Provisions) Act 2014 (Qld)* (“MERC Act”) and is required, amongst other things, to enter into a Conduct and Compensation Agreement (“CCA”) with the Landholder prior to undertaking “advanced activities”.

CCML undertook advanced activities on the Land from May to September 2023 comprising 29 diamond core drillholes exploring for gold and graphite. A further drill program is proposed on the Land to sample for graphite mineralisation.

The drill programs comprises up to 20 reverse circulation drillholes, in close proximity, to the previous diamond core drillholes on existing drill pads in most instances.

A CCA has been agreed in principle with CCML based on Council’s standard Conduct and Compensation Agreement.

A copy of the draft CCA for EPM 18616 is **attached**.

Recommendation

It is recommended that Council authorise the Chief Executive Officer to sign the CCA on behalf of Council.

Background

Croydon Critical Minerals Limited (formerly Crater Gold Limited) (“CCML”) holds an Exploration Permit for Minerals (EPM 18616) over part of the Croydon Town Reserve (Lot 952 on SP 178689) (“Land”).

CCML is proposing to undertake advanced activities as defined in the *Mineral and Energy Resources (Common Provisions) Act 2014 (Qld)* (“MERC Act”) and is required, amongst other things, to enter into a Conduct and Compensation Agreement (“CCA”) with the Landholder prior to undertaking “advanced activities”.

CCML undertook advanced activities on the Land from May to September 2023 comprising 29 diamond core drillholes exploring for gold and graphite. A further drill program is proposed on the Land to sample for graphite mineralisation.

The drill programs comprises up to 20 reverse circulation drillholes, in close proximity, to the previous diamond core drillholes on existing drill pads in most instances.

In summary the CCA provides as follows:-

- a) The term of the CCA is from Execution to 18 June 2028, which is the date of the expiry of the EPM, a new CCA will be required if CCML renew EPM 18616 beyond 18 June 2028 and seek to undertake Advanced Activities.
- b) The CCA only relates to “Advanced Activities” as defined under the MERC Act, and a production tenure (Mining Lease) would need to be sought and granted for production activities to be conducted on the Land.
- c) The CCA is based on the Standard Department of Natural Resources Mine, Manufacturing and Regional and Rural Development template.
- d) The CCA has had special conditions included which prescribed conduct conditions and association compensation arising from conducting exploration activities on the Land including the following:
 - i) 7 days advanced notice being given to Council along with prescribed information.
 - ii) Biosecurity Protection conditions relating to weeds and washdown of equipment prior to vehicles and machinery being brought onto the Land.
 - iii) Agreed access routes and a requirement to seek Councils agreement to any new tracks which if constructed would be subject to a compensation adjustment.
 - iv) Agreement to specific access obligations restricting activities to the exploration activities i.e. not wandering on the land at large, no hunting on the land and no camping on the land.
 - v) Restrictions and obligations about erecting gates, grids and fences on the Land.
 - vi) A requirement for the Exploration Team to carry identification.
 - vii) No fires on the Land.
 - viii) Obligations to rehabilitate the land after the exploration activities are completed.
 - ix) Environmental protection conditions.
 - x) Safety requirements.
 - xi) Specific requirements for storing chemicals and contaminants which are used in the exploration activities.
 - xii) A requirement to dispose of toxic and non-toxic contaminants used in the course of the exploration activities as a lawful disposal point.
 - xiii) Dust suppression associated with exploration activities.
- e) Details of the duration and extent of the proposed exploration activities are detailed in Schedule 1 of the CCA including location of the proposed drill holes.
- f) Schedule 3 details the compensation to be paid to Council which is as follows:-
 - i) Agreement Processing Fee - \$1375
 - ii) Administration Fee - \$3000 based on a 6 week drill program at \$500 per week.
 - iii) \$200 per whole km - of access tracks cleared for vehicles/drill rig access to drill pad
 - iv) \$500 per drill hole including sumps and drillhole.

The total compensation payable to Council based on the proposed activities is \$15,175.

There is a requirement for CCML to provide a report at the completion of the drill program which details actual works undertaken, and if there is an increased scope further compensation is payable by CCML.

Schedule 4 contains maps of the Exploration Area and the location of access tracks and proposed drill holes.

Consultation (internal/external)

Council Officers and Elected members attended a presentation by CCML about its proposed exploration activities.

Relationship to Corporate and Operational Plans

The proposed CCA is consistent with Theme 2 Environmental Sustainability in the Corporate Plan as it ensures mining activity is managed to protect the shires natural, cultural, social and amenity values by ensure mining operations are environmentally and socially sustainable.

Policy Implications

Council has a responsibility as the owner and manager of the Town Reserve

Legislative / Legal Implications

A CCA is required to be entered into between Tenement Holder and Landholder prior to advanced activities taking place under the MERC Act.

Risk Management Implications

The Terms of the CCA ensure that Council is meeting its duty of care in relation to the Town Reserve and protecting Councils and community interests.

Financial and Resource Implications

The CCA has limited financial and resource implications for Council as Council will receive compensation and an administration payment from CCML under the CCA. CCML also pays Council's legal fees associated with entering into the CCA.

RESOLUTION

That Council authorise the Chief Executive Officer to sign the CCA on behalf of Council.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.1.3 Croydon Caravan Park

Business Unit: Croydon Caravan Park

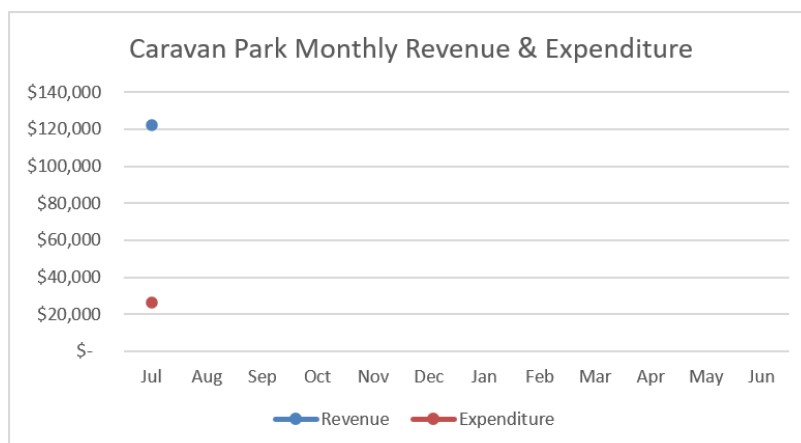
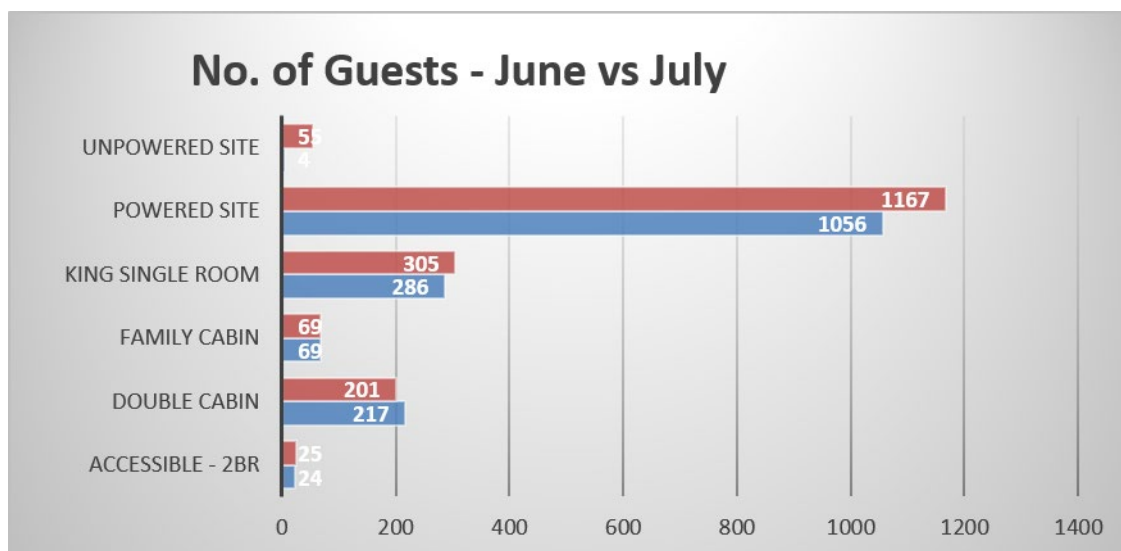
Reporting period: July 2026

Attachments: Nil

Author: Caravan Park Manager

Occupancy Statistical Data:

Number of Guests	June	July
Accessible - 2BR	24	25
Double Cabin	217	201
Family Cabin	69	69
King Single Room	286	305
Powered Site	1056	1167
Unpowered Site	4	55
Total	1656	1822



Note: Expenditure does not include rates and depreciation expenses.

Issues/Comments: The park was at capacity most nights, requiring some tourists to be turned away. While this led to a few complaints to Council, it did not affect online reviews, which remain positive and note the park is clean and well maintained.

Jubilee cancelled next month's room hold and was advised that future bookings will need to fit around existing reservations. Ten vans have also been moved on, creating additional space for tourists if demand remains high.

At the beginning of July, the Park Managers responded to a major pipe burst at the rear of the park, shutting water to half the park and completing temporary repairs when no plumber was available. Water was restored within half a day, no complaints were received, and the repairs continue to hold.

RESOLUTION

That Council accepts the monthly Caravan Park report for the period ending 31 July 2026.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.1.4 Councillor Conference and Meeting Schedule 2026

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

20 Aug	Croydon Shire Council Ordinary Meeting	All Councillors
25-27 Aug	WQAC Assembly – The Bush comes to Brisbane	Mayor, Deputy, CEO All Councillors
3 Sept	FNQROC – Port Douglas	Mayor, Deputy, CEO
4 Sept	NWQROC – Zoom	Mayor, Deputy, CEO
17 Sept	Croydon Shire Council Ordinary Meeting	All Councillors
15 Oct	Croydon Shire Council Ordinary Meeting	All Councillors
19 Oct	NWQROC - Cairns	Mayor, Deputy, CEO
19 -21 Oct	LGAQ Annual Conference Cairns	All Councillors
5 Nov	FNQROC – Cairns	Mayor, Deputy, CEO
6 Nov	NWQROC – Zoom	Mayor, Deputy, CEO
19 Nov	Croydon Shire Council Ordinary Meeting	All Councillors
2/3 Dec	NWQROC – TBC	Mayor, Deputy, CEO
18 Dec	Croydon Shire Council Ordinary Meeting	All Councillors

6.2 Infrastructure Managers Report

6.2.1 Infrastructure Report

Business Unit: Infrastructure Department
Reporting Period: July 2026
Attachments: Nil
Author: Daniel Dixon, Director Infrastructure

Main Roads

2024-2026 Road Maintenance Performance Contract (RMPC)

- Routine maintenance and regular inspections ongoing
- Shoulder repair works scheduled for May on Georgetown Rd – Completed
- Patching and shoulder work on 92a section - Completed

DRFA Works

The table below provides a high-level summary of the status of all contracts:

Contract / Package	Contractor	Contract Value*	Expenditure to Date*	Completion Forecast	Status
RFT14 – 2024 DRFA – Glenora Road	Pickering Earthmoving	\$4,352,253	\$3,087,710	31/10/2026	On Track
RFT15 – 2024 DRFA – Richmond Road	Cheyenne Earthmoving	\$3,991,184	\$1,264,451	31/10/2026	Moderate Risk
RFT16 – 2024 DRFA – Yapper River Road	Peetree Contracting	\$6,960,070	\$2,458,659	31/10/2026	On Track
RFT20 – 2025 DRFA – Claraville Gravel Stockpile	Peetree Contracting	\$982,911	\$169,872	30/09/2026	On Track
RFT21 – 2025 DRFA – Northern Roads	Pickering Earthmoving	\$5,056,907	\$259,514	30/11/2026	Moderate Risk
RFT22 – 2025 DRFA – Central Roads	Cheyenne Earthmoving	\$3,544,366	–	30/11/2026	High Risk
RFT23 – 2025 DRFA – Southern Roads	Pickering Earthmoving	\$5,392,811	\$592,767	30/11/2026	On Track
RFT24 – 2025 DRFA – Esmeralda Creek	Cooper McCullough	\$807,405	–	10/08/2026	On Track
RFT25 – 2025 DRFA – Clara River Crossing	Wren Construction	\$6,694,658	\$321,069	30/11/2026	On Track

* All values are rounded down to nearest dollar and exclude provisional, variation and GST amounts.

Contracted works updates

- Multiple contracts have moved in risk level due to variable factors including – program slip, preliminary documentation and cash flow concerns
- Weekly progress meets held with all contractors
- Site possession and prelims in place for Clara River Crossing.
- Revised access exercise undertaken post pit reallocation by DPI

Transport Infrastructure Development Scheme (TIDS)

- Application approved by the RRG TC for a further 3km of Richmond Road to be stabilised and sealed (CH 154.97 – CH157.97). Works completed 30 Jun 2026.
- Contractors engaged with Council crew preparing section of road for stabilisation and seal
- Issues with groundwater in stabilised section had to be rebuilt by Council crew – incorporated into REPA scope of works.

Roads to Recovery (R2R)

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

Town Roads

- Town roads maintenance – minor patching across town streets
- Drainage works and town fire breaks completed
- Extension to Temple St for block access completed

Parks and Gardens

- Maintenance and repairs to watering systems
- Painting Lake Belmore - complete
- Completion of Reese Park toilet block painting
- Routine mowing and watering

Water

- All sampling has been completed. Chlorate exceedance across reticulation network have come back into guidelines. Test result updates sent to regulator for final review.
- 3 x water main repairs
- Works Area 3 – Alldridge Street water main upgrade – progressing with final testing and connection to happen in June. Project on temp stop due to Heritage week activities with completion date moved to 15th July.
- Meter Readings scheduled for first week of July. Completed. Defect list in place for repairs and replacements of faulty meters

Forward Planning Works Schedule - July

- DRFA Emergency Works – Prospect and Claraville Roads – Now completed – Council Crews have begun reconstruction scope
- Close out of lighting upgrades at Airport - completed
- Re-seal of runway and apron at Airport – scheduled for September
- Stabilisation and Seal Richmond Rd - completed
- SCADA maintenance works – July – first stage completed. Dosing cabinets and final calibration into SCADA set for August
- QRA visit and inspections - completed

Forward Planning Works Schedule – August

- Collection of hydro vac truck
- Pre start meeting for Admin design project
- Detailed cleaning of all public amenities
- Detailed cleaning of Heritage buildings

- Tennis Court lights reinstatement
- Anzac Park sprinklers repairs
- Rec grounds up and going (sprinklers)
- Maintenance and repairs to Slash Park and Anzac playground
- Capital project planning
- Flood camera procurement
- Signage installs at creek/river crossings
- Repeater station repairs and maintenance
- Contractor camp infrastructure 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: Community, Tourism and Marketing

Attachments: Nil.

Reporting period: July 2026

Author: Sonya Frost – Director Community, Tourism & Marketing

Tourist Numbers:

	July 2026	July 2025	
Total Tourists	1759	2175	↓ 23%
Racecourse Rest Campers	383	460	
Buses	451	426	
Overseas travellers	71	36	
Free Walking Tour	28	-	

Tourism

Tourism Officer has resigned and we are currently recruiting for a new Tourism officer.

Also recruiting for a Casual Community Tourism Officer to fill in at library, community services and tourism as required.

Men's Mental Health Fishing Trip

Planning for October 3.

Currently have 10 people, some are still to confirm.

Library Stats: July 2026

282 library visits/enquiries/transactions

45 Borrowed/Renewals

6 New Members

20 Saturday mornings

Funerals:

There were no funerals in July

Gym:

Stats for Gym

	June 2026	July 2026
Attendance	122	90
New Members	6	2

Get Ready Qld

Market day, invited emergency services to give out information and a short talk about what the community can do to prepare for different scenarios.

There will be goodie bags to give out and a free BBQ on the day.

Childcare

The new educator has been appointed and will be working part time for now and possibly full time in the near future.

The children are enjoying their new play equipment from 2025/26 Cap Ex funds.

Time Capsule

Awaiting letters from Councillors before it gets buried.

Grants and Funding

Approved Places & Spaces RLQ (Rural Library Qld) \$35,000

Approved Tourism Business Capacity – Tourism online courses \$2,000

Approved NWQ Events Boost – 2027 Heritage Festival \$20,000

Awaiting TMR Active Transport – shared pathway \$3,719,121

Awaiting FRRR Strengthen Rural Community's – Online fitness program \$10,000

In Progress Arts Qld - AR display at town hall

In Progress Tourism Infrastructure - Medical Dispensary display

Dog Food Delivery

Approved delivery of dog food is on its way.

This will be distributed as one bag per dog that has been registered and if registered, by a date yet to be determined.

Paint A Tree Blue Project

A year-round recognition for raising awareness for mental health. A visual reminder to help break the stigma around mental health.

Helps to create a more open, supportive community where mental health is recognised and discussed. There are more than 1400 blue trees around Australia for this project.

It is a conversation starter and a visual reminder to check in on ourselves and our loved ones.

The idea is to find a dead tree to paint blue.



Resolution Required

Yes

No

Aug. Events:

- 5 Aug. Futsal – 17 attended
- 6 Aug. Trivia
- 14 Aug. Connections, Chaos & Craft
- 15 Aug. Silent Art Auction – 5 attended
- 17 Aug. Start Science Week
 - Build a Dinosaur & Plane
- 18 Aug. RU OK BBQ
- 22 Aug. Movie Night
- 26 Aug. Futsal
- 28 Aug. Meet your neighbours
- 29 Aug. End of Winter Markets

Events for future:

- Lake Belmore Playground Opening TBC
- More Trivia
- Fathers Day Raffle
- Connections, Chaos & Craft
- Another Movie Night
- Men's Fishing Trip Oct. 2
- Get Ready Croydon Markets
- Fishing competition TBC (next year)

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: July 2026

Attachments: Nil

Author: Neha, Childcare Director, Croydon Childcare Centre

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 June	Number of children attending per day					Average per day
	Mon	Tues	Wed	Thurs	Fri	
29/06/26 – 03/07/26	14	13	12	12	9	10
06/07/26 – 10/07/26	12	12	8	9	RDO	10
13/07/26 – 17/07/26	9	9	9	7	7	9
20/07/26 – 24/07/26	10	9	6	7	RDO	9
27/07/26 – 31/07/26	9	9	7	7	7	8

Major activities this reporting period

- During July, the Croydon Childcare appointed a new educator and is in the process of onboarding new staff.
- This month, the service received new resources for both the indoor and outdoor environments. The Garden and Maintenance Team was amazing, and they all worked together to put everything in place.
- The service received notification from the Department regarding the partial Assessment and Rating. The educators thoroughly cleaned both the indoor and outdoor environments from top to bottom and prepared for the A&R process. The Depot team, Maintenance Team, and CEO and CLT supported the service with all the major jobs. Their support is greatly appreciated.
- The service received new rugs, and families have provided positive feedback, stating that the Centre looks very new and refreshed.
- The service communicated with families that an audit will take place within the service.
- Nominated Supervisor corrected all family fees in the Xplor app. It was noticed that the Xplor system was showing double the fees on statements.

- Nominated Supervisor asked two more families if they would like an extra booking on Wednesdays. They were happy to accept every second Wednesday, which helped extend bookings wherever possible.
- The bathroom is being renovated, and a contractor from Normanton visited the service to provide quotes and assess what is required.
- The Department visited the service on 29 July, and there was great positive feedback. Everything went smoothly.
- The monthly Bush Tales newsletter was published and shared with families.
- Families have provided positive feedback on children's visual learning.
- The Centre continued to strengthen its commitment to sustainability. Educators creatively reused natural and recycled materials, including tree branches, cardboard, and other recyclable items, to develop engaging learning resources for the children. These initiatives supported environmental awareness and encouraged children to value sustainability practices.
- With the commencement of the school holiday period, the service welcomed an increased number of school-aged children, providing a variety of age-appropriate activities and experiences to meet their interests and needs.
- The Centre has been focusing on strengthening child safety and protection policies and formalising the written process for digital device management.

Activities/reporting period

The Children participated in a library-led excursions that supported the development of early literacy skills through storytelling, shared reading, and interactive language experiences. The Children engaged in a range of play-based learning experiences throughout the month, including sensory exploration, schema-based play, water play, creative arts, and physical activities, supporting their overall development across all learning outcomes. Educators focused on fostering secure, supportive relationships with children, maintaining calm and consistent routines, and facilitating smooth and flexible transitions to support each child's wellbeing, engagement, and sense of belonging.

RESOLUTION

That Council accepts the Childcare information report as presented.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.4 Corporate Services Reports

6.4.1 Finance Report

Attachments: Financial Report Summary 2026-2027
Refer Attachment Number 4

Overview of New Monthly Financial Report
Refer Attachment Number 5

Author: Stephen Frost, Director Corporate Services

Date: 11 August 2026

Executive Summary

The financial report as of 31 July 2026 which summarises the financial performance and financial position is presented to Council.

Note that the balances will change as the FY26 audit process is still underway and therefore opening balances and accruals etc. are not yet final.

Recommendation

That Council receives the monthly financial report for the period ending 31 July 2026.

Financial Report:

The financial report compares actual performance to date with the Council's adopted 2026-2027 budget and provides information, any budget variances or financial risks/concerns.

Financial information provided in this report comprises of:

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

RESOLUTION

That Council accepts the Corporate Services Monthly Financial Information Report for the period ending 31 July 2026

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.4.2 Corporate Services Manager's Report

Business Unit: Corporate Services
Reporting Period: July 2026 – Completed 11 August 2026
Attachments: Nil
Author: Stephen Frost, Director Corporate Services

Human Resources

New Starters/Offers – July 2026	New Starters/Offers – August 2026 onwards
Childcare Educator – PT Parks & Gardens – Casual Parks & Gardens/Cleaner – Blended role - casual	Diesel Mechanic – Sep 2026 Trade Assistant - casual Corporate Services Support Officer

End of Employment - July 2026	End of employment – August 2026 onwards
Senior Finance Officer Parks & Gardens – Casual Trades Assistant – PT Carpenter	Casual Cleaner Tourism Officer - FT

Current/Upcoming Vacancies	
Position	Notes
Senior Finance Officer - FT	Close 26 Aug
Town Services Supervisor - FT	Close 24 Aug
Infrastructure Supervisor	Close 24 Aug
Caravan Park Cleaner – Casual	Close 17 Aug
Cleaner - Casual	Ongoing applications
Community and Tourism Support officer- Casual	Close 17 Aug
Tourism Officer - FT	Close 17 Aug
Enterprise Resource Planning Project Lead – Fixed Term	Close 12 Aug
Workplace Health and Safety Advisor - FT	Close 12 Aug

Employee Assistance Program

- Monthly updates/newsletters issued.

Information Technology

- Systems operating to satisfactory levels for July 2026
- Enterprise System – Evaluation completed and contract awarded to CouncilFirst

Records Management

- Records continue to be updated as required.
 - 146117 records in BCS (Business Classification Scheme) and Data works libraries
 - 36935 in other libraries
 - 507 new document registrations into BCS – July 2026

Local Disaster Management Group

- LDMG completed 13 July. Below documents endorsed
 - Local Disaster Management Plan.
 - Local Resilience Action Plan.

Return to Work/Rehabilitation

- 0 new claim

QGAP

- Functioning in line with expectations.

Staff Housing

- Current vacancies
 - 78 Sircom St – Awaiting insurance work to be completed. Another 1-2 weeks
 - All other housing allocated to vacant positions

Information Privacy/Right to Information

- No new requests or changes

RESOLUTION

That Council accepts the Corporate Services information report as presented.

Moved Seconded All in favour Resolution No.
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6.4.3 Complaints Management and Investigations Statutory Policy

Attachments	Complaints Management and Investigations Statutory Policy Refer Attachment Number 6
Author:	Stephen Frost, Director Corporate Services
Date:	11 August 2026

RESOLUTION

That Council endorse/ adopt the following Policy:

1. Complaints Management and Investigations Statutory Policy (July 2026)

Executive Summary

Council is asked to adopt the Complaints Management and Investigations Statutory Policy, a new Statutory Policy that establishes Council's framework for receiving, managing, and resolving complaints made to Council.

The Policy sets out Council's overarching position on the fair, prompt, and accountable management of complaints, and the operational process that applies to each type of complaint. As a Statutory Policy, it operates as a combined policy and procedure, providing both the principles that guide complaint handling and the detailed procedures for each complaint stream.

The Policy covers eight complaint streams: Councillor conduct complaints, corrupt conduct complaints, complaints about the public official (the Chief Executive Officer), administrative action complaints, competitive neutrality complaints, privacy complaints, public interest disclosures, and investigations. It applies a consistent six-step complaints process across all streams, with stream-specific requirements where legislation demands them.

The Policy has been prepared to comply with current Queensland legislation and reflects the competitive neutrality complaint process as amended by the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026* (Qld).

Recommendation

That Council adopt the Complaints Management and Investigations Statutory Policy (August 2026).

Consultation (internal/external)

Chief Executive Officer

External Governance Advisor

Relationship to Corporate and Operational Plans

Corporate Plan 2026-2030

1.1.1 Council applies the principles of accountability, transparency, integrity, leadership and social equity to its decision making and ensures appropriate systems are in place to ensure compliance with these principles

Policy Implications

Establishes a single, consistent framework for complaints management across Council and strengthens governance and accountability.

Legislative / Legal Implications

Adoption supports Council's compliance with its statutory obligations to manage administrative action complaints and competitive neutrality complaints, and to maintain a policy for dealing with complaints about the Chief Executive Officer under section 48A of the *Crime and Corruption Act 2001* (Qld). The nominated person positions under the public official provisions must be confirmed prior to adoption.

The Policy reflects the competitive neutrality complaints process as amended by the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026* (Qld), which commenced on 11 March 2026 and allows Council to manage such complaints through its administrative action complaints process in the first instance.

Further amendments to the councillor conduct framework under that Act, including removal of the "conduct breach" category and a new conflicts of interest framework, will commence on a date to be fixed by proclamation, which has not yet been announced. Part 1 (Councillor Conduct Complaints) of the Policy has been drafted to refer the Code of Conduct for Councillors in Queensland, rather than restating them, so that it remains accurate when those provisions commence.

Risk Management Implications

Reduces legal, probity, and reputational risk by ensuring complaints are handled fairly, consistently, and in accordance with current legislation.

Financial and Resource Implications

Nil

RESOLUTION

That Council adopt the Complaints Management and Investigations Statutory Policy (August 2026)

Moved
Seconded

All in favour
Resolution No.

7. Matters of which notice has been given.

Cr AL Pickering would like to discuss whether she could attend various ROC and other forums when the Mayor and/or Deputy are unavailable, to ensure Croydon is represented.

Cr AL Pickering would like to discuss her attendance of Council trip to China and confirm that she will personally cover all associated costs, therefore no costs will be made by Council or Croydon Shire Ratepayers

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 16 July 2026**

Croydon Shire Council



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Prior to commencement of the meeting, Croydon Critical Minerals Ltd presented their proposal for their Graphite Mine at Croydon, followed by an update from Nick Hardy, Hardy Town Planning on the Precinct Project Master Plan including potential availability of State land available for Council to purchase.

The meeting commenced at 10:24am.

1. Attendance

Cr TJ Pickering (Chair)

Cr J Evans

Cr AL Pickering

Cr W Bing Chew

Cr LH Pickering

Jacqui Cresswell – Chief Executive Officer

Janette Neander – Office Manager/Executive Assistant

2. Attendance by audio link or audio-visual link

N/A

3. Apologies

Nil.

4. Confirmation of Minutes

Moved Cr LH Pickering
Seconded Cr W Bing Chew

That the minutes of the Ordinary Meeting held 18 June 2026 be confirmed.

All in favour Yes
Resolution No. 01-10/2026

5. Business arising from Minutes of previous meeting.

- Time Capsule – Require items from Councilors for Time Capsule
- Update from the CEO on recent discussions with Boulia and other remote councils regarding the proposed Special Economic Zones, noting that current prospects for progression appear unfavourable.

6. Officer's Reports

6.1 Chief Executive Officer Reports

6.1.1 Council Update

Adjournment

The Council adjourned for morning tea at 10:52am.
The Meeting resumed at 11:33am.

Discussions were held regarding Local Laws, in particular Animal Management in Croydon Shire.

Moved Cr TJ Pickering
Seconded Cr LH Pickering

That the Council Update for June 2026 be received.

All in favour Yes
Resolution No. 02-10/2026

6.1.2 2026 Interim Management Report

Moved Cr AL Pickering
Seconded Cr W Bing Chew

That Council receive the QAO 2026 Interim Management Report as presented.

All in favour Yes
Resolution No. 03-10/2026

6.1.3 Audit and Risk Committee - Members

Moved Cr AL Pickering
Seconded Cr TJ Pickering

That Council finalise the Audit and Risk Committee Members by endorsing Mr Brett Exelby as an independent external member.

All in favour Yes
Resolution No. 04-10/2026

6.1.4 Governance Framework Policy and Governance Framework

Moved Cr J Evans
Seconded Cr LH Pickering

That Council notes the new Governance Framework and adopts the updated Governance Framework Policy as presented

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

6.1.5 Policy Review – Code of Conduct

Action Item:

Update the Croydon Shire Council Mission Statement

Moved Cr J Evans
Seconded Cr AL Pickering

That Council adopts the Code of Conduct Policy as presented

All in favour Yes
Resolution No. 06-10/2026

6.1.6 Amended Code of Conduct for Councillors in Queensland

Moved Cr J Evans
Seconded Cr LH Pickering

That Council note the changes to the Code of conduct for Councillors in Queensland effective 1 July 2026 as presented.

All in favour Yes
Resolution No. 07-10/2026

6.1.7 Croydon Caravan Park

Moved Cr AL Pickering
Seconded Cr TJ Pickering

That the Croydon Caravan Park Report for June 2026 be received

All in favour Yes
Resolution No. 08-10/2026

6.1.8 Councillor Conference and Meeting Schedule 2026

Noted

Attendance

Daniel Dixon, Director of Infrastructure entered the room at 12:28pm.

6.2 Infrastructure Managers Report

6.2.1 Infrastructure Report

Action Item:

Allevale Grid needs new guideposts to replace those damaged.

Moved Cr W Bing Chew
Seconded Cr TJ Pickering

That the Infrastructure Managers Report for June 2026 be received.

All in favour Yes
Resolution No. 9-10/2026

Attendance

Daniel Dixon, Director of Infrastructure left the room at 12:52pm.

Attendance

Sonya Frost, Director of Community, Tourism and Marketing entered the room at 12:53pm.

6.3 Community, Tourism and Marketing Managers Report

6.3.1 Community, Tourism and Marketing Report

Moved Cr TJ Pickering
Seconded Cr LH Pickering

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

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

Moved Cr LH Pickering
Seconded Cr J Evans

That Council accepts the changes to the Community Grants Policy, as presented.

All in favour Yes
Resolution No. 11-10/2026

6.3.2 Childcare Report

Moved Cr AL Pickering
Seconded Cr W Bing Chew

That the Childcare Report for June 2026 be received.

All in favour Yes
Resolution No. 12-10/2026

Attendance

Sonya Frost, Director of Community, Tourism and Marketing left the room at 1:05pm.

The Council adjourned for Lunch at 1:05pm.

Attendance

Stephen Frost, Director of Corporate Services, entered the room at 1:58pm.

The Meeting resumed at 1:58pm.

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 30 June 2026 be received.

All in favour Yes
Resolution No. 13-10/2026

6.4.2 Operational Plan 2025-2026 – 4th Quarter Review

Moved Cr J Evans
Seconded Cr LH Pickering

That Council receives the 2025-2026 Operational Plan Quarterly Review for the period ending 30 June 2026.

All in favour Yes
Resolution No. 14-10/2026

6.4.3 Corporate Services Managers Report

Moved Cr TJ Pickering
Seconded Cr AL Pickering

That the Corporate Services Monthly Report for June 2026 be received

All in favour Yes
Resolution No. 15-10/2026

6.4.4 Complaints Management and Investigations Statutory Policy

Action Item

The Complaints Management and Investigations Statutory Policy (July 2026) to be amended as discussed and present back to the August Council Meeting.

6.4.5 Croydon Local Disaster Management Plan

Moved Cr J Evans

Seconded Cr AL Pickering

That Council approve and endorse the Local Disaster Management Plan as submitted, as required by the Disaster Management Act 2003 Sect 80(1)(b) and the Mayor sign as required.

All in favour Yes

Resolution No. 16-10/2026

Attendance

Stephen Frost, Director of Corporate Services, left the room at 2:50pm.

7. Matters of which notice has been given.

- Discussions held regarding landscaping at the Splash Park

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

9. Meeting Close

The meeting closed at 3:10pm.

Cr TJ Pickering

Mayor

CROYDON SHIRE COUNCIL
ORDINARY MEETING – 20 AUGUST 2026
UPDATE REPORT ON PLANNING SCHEME AMENDMENT PROJECT**C1293**

1.00 BACKGROUND

Reference is made to the previous report dated 27 February 2026 and considered at Council's Ordinary Meeting on 19 March 2026.

At this meeting, Council resolved to proceed with the Planning Scheme Amendment Project in accordance with Section 18 of the *Planning Act (2016)*.

2.00 PREVIOUS ACTIONS

Since Council's resolution, the following actions are noted:-

- a) project / update meetings have been held with Officers from the Department of State Development Infrastructure and Planning on 8 April 2026 and 11 August 2026;
- b) meetings have been held with Officers in relation the Draft Gulf Regional Plan and Ergon Energy. These discussions included reference to the Planning Scheme Amendment Project;
- c) the completion of the RPPP (Master Plan) in June 2026, a major supporting document for the Planning Scheme Amendment Project enabled draft project stages and timetable to be completed and submitted to the Department for review;
- d) a meeting was held with Erscon Consulting Engineers (ECE) and Moray and Agnew Lawyers (MA), both acting on behalf of Council in relation to natural hazards and risk associated with the project on 28 July 2026. Both ECE and MA were appointed in July / August 2026 to provide this advice within the project budget.

3.00 FURTHER ACTIONS

The following further actions are noted:-

- a) the project plan and timetable will be confirmed with the Department;
- b) an Early Engagement Report will be prepared and lodged with the Department to gain "high level" advice on Matters of State Interest. This advice will be used to inform the preparation of the detailed Planning Scheme Amendments;
- c) a further update report will be provided for the consideration at the September 2026 Meeting.

Update Report prepared by
Nick Hardy
Hardy Town Planning and Consulting
13 August 2026

Standard Conduct and Compensation Agreement

Mineral and Energy Resources (Common Provisions) Act 2014

LANDHOLDER:	Croydon Shire Council
OCCUPIER:	
EXPLORER:	Croydon Critical Minerals Limited ABN 76 163 989 553
LAND:	Lot 952 on SP 178689 – Town Reserve
TENURE:	EPM 18616
LOCATION:	S3 PROSPECT WORK AREA
ADVANCED ACTIVITIES:	ACCESS TRACK CONSTRUCTION CONSTRUCTION OF DRILL PADS REVERSE CIRCULATION DRILLING 20 DRILLHOLES

IMPORTANT NOTE:

**EACH PARTY SHOULD SEEK INDEPENDENT LEGAL ADVICE BEFORE
SIGNING ANY AGREEMENT**

This document has been developed by the Queensland Government in consultation with landholder groups and groups representing resources explorers and producers. It is intended to represent a fair and balanced approach as between those parties to land access and compensation issues.

Parties undertaking negotiations may use this as their conduct and compensation agreement. Alternatively, clauses contained in this document can be modified to meet the specific needs of the parties. In either case any required schedules and annexures should be attached.

To access the document in Word format visit:

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/land-environment/accessing-private-land/advanced>

The right is reserved to amend this document to improve quality of content where necessary and ensure it addresses all relevant issues. Version: 15 May 2018

Drafting notes

1. This draft is based on the *Geothermal Energy Bill 2010* as passed on 19 August 2010 and has been updated to reflect the necessary changes with the commencement of the *Mineral and Energy Resources (Common Provisions) Act 2014*.
2. This draft does not attempt a minimalist approach to drafting; rather, it deals with the matters of substance that commonly arise in negotiations for such agreements, and that are likely to arise having regard to the amendments to existing legislation. The concern with a minimalist approach is that relatively less sophisticated users may not understand what options, or possible approaches to issues of concern, may be available.
3. This draft retains provisions that mirror legislative requirements but arguably add little to the substance of the agreement. Sample documents provided by industry also commonly contain such provisions, indicating recognition that such provisions assist in a full understanding of the context in which they operate.

Reference Schedule

Item 1	
Agreement Date	
Item 2	
Landholder	Landholder(s): Croydon Shire Council Address: 63 Samuel Street, CROYON QLD 4871 Postal address: P O Box 17, CROYON QLD 4871 Telephone: 07 4748 7100 Mobile: Facsimile: Email: admin@croydon.qld.gov.au
Item 3	
Tenement Holder	Tenement Holder(s) CROYDON CRITICAL MINERALS LIMITED ABN 75 067 519 779 Address: Level 2, 22 Mount Street, Perth WA 6000 Postal address: PO Box 7054, Cloisters Square WA 6850 Telephone: 08 6188 8181 Mobile: : 0413 650 265 Facsimile: Email: info@cratergold.com.au, tom@fermanis.net
Item 4	
Land	<i>[if the agreement is for part of the land only, insert for example "that part of the land described below that is shown on the attached plan", and attach a plan]</i> Description: Lot: 952 Plan: SP 178689 Town Reserve County: Parish: Title Ref: 40840803
Item 5	
Resource Act	<i>Mineral Resources Act 1989 (Qld)</i> <i>Mineral and Energy Resources (Common Provisions) Act 2014 (Qld)</i>
Item 6	
Tenement	EPM 18616

Item 7	See schedule 1
Activities	
Item 8	See schedule 2
Use of the Land by the Landholder	
Item 9	This agreement includes a waiver of entry notice under the MERCPC Act.
Waiver of Entry Notice	☒ Yes ☐ No Term of waiver of entry notice : Refer to Special Conditions
Item 10	Insurance company: Dual Australia Pty Ltd Policy No: AU00077869-001
Tenement Holder's public liability insurance	Amount of public liability insurance: \$20,000,000
Item 11	Name: Tom Fermanis – Croydon Critical Minerals Limited Director
Responsible Person – Tenement Holder	Address: Level 2, 22 Mount Street, Perth WA 6000, Australia
	Telephone: 08 6188 8181 Mobile: 0413 650 265 Facsimile:
	Email: tom@fermanis.net
Item 12	Name: Jacqui Cresswell
Responsible Person – Landholder	Address: 63 Samuel Street, Croydon Qld 4871
	Telephone: 07 4748 7100 Mobile: 0428456185 Facsimile:
	Email: ceo@croydon.qld.gov.au
Item 13	From execution date to 18 June 2028
Term	<i>[this is mandatory if this agreement is for only part of the compensation liability]</i>
Signing	
	 Landholder(s) Witness
	 Tenement Holder(s)/authorised agent Witness

General Conditions

GENERAL CONDITIONS

1. Interpretation

1.1 In this Agreement:

Abandoned means that the Infrastructure concerned remains on the Land without lawful excuse after the Tenement has ended, and the Tenement Holder has not removed that Infrastructure within 90 days after the Landholder has given the Tenement Holder notice in writing requiring its removal.

Activities means the activities described in Part 1 in Schedule 1 of the Agreement to the extent the Tenement Holder is authorised to carry out under the Tenement.

Additional Conduct Conditions are any additional conduct conditions agreed by the parties and included in the Special Conditions.

Agreement means this document and includes the Reference Schedule, the General Conditions, any Special Conditions and any schedules and annexures.

Agreement Date means the date in Item 1.

Associates:

- (a) in respect of the Landholder, includes that person's family, employees, agents, contractors and other invitees;
- (b) in respect of the Tenement Holder, includes that person's employees, agents, contractors and other invitees.

BSA means the Biosecurity Act 2014 (Qld)

Business Day means any day other than a Saturday, Sunday or a public holiday in Brisbane, Queensland.

Claim includes any claim, demand, action, suit or proceeding in respect of any Loss.

Compensatable Effect has the meaning given in the MERCPC Act.

Compensation means compensation to be provided to the Landholder under this Agreement.

Compensation Liability has the meaning given in section 81 of the MERCPC Act

Dispute means any claim, dispute or difference between the parties that arises out of, relates to or is in connection with this Agreement.

EPA means the *Environmental Protection Act 1994* (Qld).

GST Act means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and the related imposition Acts of the Commonwealth.

Infrastructure means all works and equipment brought on to the Land, or constructed or installed on or under the Land, by the Tenement Holder.

Invasive Plant has the same meaning as defined in the BSA and includes any additional plants nominated in a Local Law of the Croydon Shire Council whether or not they are Prohibited Matter or Restricted Matter under the BSA

Item means a numbered item in the Reference Schedule.

Land means the land described in Item 4.

Landholder means the person described in Item 2.

Land Access Code means the Land Access Code 2023 published by the Department of Natural Resources Mines, Manufacturing Regional and Rural Development in 2023 as attached in Schedule 5 of this Agreement.

General Conditions

Loss means any cost, damage injury (including death) or loss suffered or incurred by the Landholder arising from the carrying out of Activities under the Tenement on the Land or from the tenement Holders entry, or proposed entry onto the Land.

Map means the map attached as Schedule 4 to this Agreement showing the Activities.

MERCP Act means the *Mineral and Energy Resources (Common Provisions) Act 2014*.

Minimum Negotiation Period has the meaning given in the Relevant Act.

Other Effects means the effects described as “other effects” in Schedule 2.

Prohibited Matter has the same meaning as in the BSA.

Property includes any crops, livestock, buildings, structures, plant, equipment, works, pipes, bores or other improvements on or under the Land which belong to the Landholder.

Reference Schedule means the Reference Schedule at the beginning of this Agreement.

Relevant Laws means, where relevant to a party or the performance by a party of its obligations under this Agreement:

(a) Acts, Regulations and other statutory instruments of the Commonwealth and Queensland including, but not limited to, the Resource Act, the *Water Act 2000* and the EPA; and

(b) binding requirements of a regulatory authority including, but not limited to the conditions of the Tenement, Environmental Authority and other approvals and permits.

Resource Act means the Act described in Item 5.

Responsible Person means the person nominated in Item 11 as the first point of contact for the Tenement Holder or the person nominated in Item 12 as the first point of contact for the Landholder, as applicable.

Restricted Matter has the same meaning as in the BSA.

Tenement means the tenement granted under the Resource Act described in Item 6.

Tenement Holder means the person described in Item 3.

Term means the period described in Item 13.

Wash Down Record means a valid and current document which certifies a vehicle or machinery has undertaken cleaning and inspection in accordance with section 15 of the Land Access Code.

Withholding Tax means the amount withheld from withholding payments described in section 10-5 of schedule 1 of the *Taxation Administration Act 1953* (Cth).

1.2 In this Agreement, unless the context otherwise requires:

- (a) headings do not affect the meaning or interpretation;
- (b) the singular includes the plural and vice versa;
- (c) all dollar amounts refer to Australian currency;
- (d) a party includes its executors, administrators, liquidators, successors and permitted assigns;
- (e) **writing** includes email and facsimile;
- (f) if any expression is defined, other grammatical forms of that expression have corresponding meanings;

General Conditions

- (g) if a day on or by which an act is to be done is not a Business Day, the act may be done on the next Business Day; and
 - (h) a reference to any legislation includes all subordinate legislation made under it and any legislation amending, consolidating or replacing it.
 - (i) a reference to a person includes a partnership, joint venture, unincorporated association, corporation and government or statutory body or authority.
2. **Formation of Agreement**
- 2.1 This Agreement comprises:
- (a) the Reference Schedule;
 - (b) the Special Conditions;
 - (c) the schedules and any annexures to schedules;
 - (d) any plan referred to in Item 4; and
 - (e) General Conditions.
- 2.2 To the extent of any conflict or inconsistency between the documents listed in the preceding clause, those documents shall be interpreted in descending order of precedence in the order they are listed in the preceding clause.
3. **Objectives of Agreement**
- 3.1 The objectives of this Agreement are so far as is reasonably practicable to:
- (a) provide the foundation for a cooperative working relationship between the Landholder and the Tenement Holder and their respective Associates;
 - (b) ensure the safety of the Landholder and its animals and the Tenement Holder and their respective Associates;
 - (c) use best endeavours to preserve the amenity of the Landholder;
 - (d) ensure the Landholder and Tenement Holder and their respective Associates treat each other with courtesy and respect;
 - (e) find workable solutions, which may involve reasonable adjustments on the part of both parties to minimise the adverse impact of Activities on the Land;
 - (f) ensure the Landholder is properly compensated as required under the Resource Act; and
 - (g) identify ways the Landholder and the Tenement Holder can help each other in the spirit of being "good neighbours".
4. **Term**
- 4.1 Subject to the MERCP Act, this Agreement continues for the Term.
- 4.2 If a party terminates this Agreement under the MERCP Act during the Minimum Negotiation Period, this Agreement is at an end and neither party has any further rights or obligations under this Agreement whether arising before or after termination.
5. **Parties**
- 5.1 The Tenement Holder warrants that it is the holder of the Tenement and where more than one person holds the Tenement that all holders of the Tenement are parties to this Agreement. Where more than one person holds the Tenement, this Agreement binds them jointly and each of them individually.
- 5.2 The Landholder warrants that it is the owner and/or occupier (as defined in the MERCP Act) of the Land.

General Conditions

- 5.3 A party may perform its obligations and exercise its rights under this agreement by its Associates and must ensure that those persons comply with this Agreement. when negotiating this Agreement;
6. **Waiver of Entry Notice**
- 6.1 If Item 9 states that this Agreement includes a waiver of entry notice then:
- (a) this Agreement includes a waiver of entry notice for the purposes of the MERC Act;
 - (b) the Landholder acknowledges that the Tenement Holder has told it that the Landholder is not required to agree to the waiver of entry notice;
 - (c) section 1 in schedule 1 specifies the Activities proposed to be carried out on the Land for the purpose of the waiver of entry notice;
 - (d) the period during which the Land will be entered for the purpose of the waiver of entry notice is the period stated in Item 9 and if none is stated then the Term;
 - (e) section 1 in schedule 1 specifies when and where the Activities are proposed to be carried out for the purpose of the waiver of entry notice; and
 - (f) the Tenement Holder is not required to give an entry notice to the Landholder before entering the Land to carry out Activities described in section 1 in schedule 1.
7. **Disclosures**
- 7.1 The Tenement Holder:
- (a) acknowledges that the Landholder has necessarily been dependent on the information provided to it by the Tenement Holder about proposed Activities on the Land
- 7.2 The Landholder:
- (a) acknowledges that the Tenement Holder has provided the information in schedule 1;
 - (b) agrees that the Landholder understands the general nature and scope of the Activities described in section 1 in schedule 1; and
 - (c) consents to the Activities described in section 1 in schedule 1.
- 7.3 If the Tenement Holder materially changes the Activities described in section 1 in schedule 1 at any time after the Agreement Date in compliance with the Resource Act, the Tenement Holder must give reasonable prior notice being not less than 5 Business Days to the Landholder. That notice must specify the changes made to the Activities described in section 1 in schedule 1.
- 7.4 The Landholder may give the Tenement Holder a notice that specifies how the Landholder considers that change will alter the Compensatable Effect of the changed Activities and the

General Conditions

Tenement Holder's Compensation Liability. The Landholder and the Tenement Holder will then use reasonable endeavours to:

- (a) negotiate, where possible, a solution that minimises as far as possible the impact of changed Activities; and
- (b) agree any change to the Compensation, having regard to any compromise negotiated under paragraph (a).

7.5 The Landholder:

- (a) acknowledges that the Tenement Holder has necessarily been dependent on the information provided to it by the Landholder about the current use of the Land and the Landholder's proposed use of the Land during the Term when negotiating this Agreement;
- (b) has specified the current use of the Land in section 1 in schedule 2;
- (c) has provided the proposed use for the Land during the Term in section 2 in schedule 2; and
- (d) has disclosed any other matters of importance to the Landholder in section 3 in schedule 2.

7.6 The Tenement Holder:

- (a) acknowledges that the Landholder has provided the information in schedule 2;
- (b) acknowledges the importance of the matters disclosed in schedule 2 to the Landholder; and
- (c) agrees that it understands the general nature and scope of the activities undertaken on the Land by the Landholder.

7.7 If the Landholder materially changes the current or proposed use of the Land at any time after the Agreement

Date, the Landholder must notify the Tenement Holder in writing as soon as practicable. That notice must:

- (a) specify the change made to the current or proposed use of the Land;
- (b) provide sufficient details of the likely impact of the change to enable the Tenement Holder to identify whether the change may impact on the conduct of Activities on the Land; and
- (c) provide updated information about the current or proposed use of the Land.

7.8 If the Tenement Holder acting reasonably considers the change notified under the preceding clause will impact on the conduct of Activities on the Land, it may give the Landholder a notice that specifies how the Tenement Holder considers that change will impact on the conduct of Activities on the Land. The Tenement Holder and the Landholder will then use reasonable endeavours to:

- (a) negotiate, where possible, a solution that minimises as far as possible the impact on the conduct of Activities on the Land; and
- (b) agree any change to the Compensation payable to the Landholder, having regard to any compromise negotiated under paragraph (a).

However, the Landholder is not entitled to additional compensation or to a change to the Compensation only because the Landholder changes the current or proposed use of the Land.

8. Access

8.1 The Tenement Holder and its Associates will be entitled to access to and from the Land in accordance with this Agreement and in compliance with the MERCP Act.

General Conditions

9. Infrastructure

- 9.1 Subject to this clause and schedule 3, the Infrastructure will remain the property of the Tenement Holder irrespective of whether the Infrastructure is permanently attached to the Land.
- 9.2 The Tenement Holder must maintain the Infrastructure in a safe condition.
- 9.3 The Landholder may at its risk remove Abandoned Infrastructure from the Land and dispose of it, and the Tenement Holder must reimburse the Landholder for the reasonable and necessary cost of doing so and of the Landholder's time.
- 9.4 Unless the parties otherwise agree, improvements made by the Tenement Holder to existing roads and tracks on or that provide access to the Land do not reduce the Tenement Holder's Compensation Liability under the MERC Act.
- 9.5 At the end of the Term, if the Landholder requests that it do so, the Tenement Holder will leave for the Landholder's use the roads and tracks that it improved or constructed, unless the Tenement Holder is required by the Resource Act or any other law or by the terms of the Tenement or any other relevant approvals to remove or rehabilitate the areas of the roads and tracks.

10. Additional Conduct Conditions

- 10.1 The Tenement Holder and the Landholder must comply with any Additional Conduct Conditions.

11. Parties' obligations

- 11.1 When the Tenement Holder or its Associates are carrying out Activities described in section 1 in schedule 1, each of the Tenement Holder and the Landholder must comply with this Agreement.

- 11.2 The Landholder must not, and must ensure that its Associates do not interfere with or cause or permit to be interfered with:

- (a) the Activities described in section 1 in schedule 1; or
- (b) the Tenement Holder's rights to access the Land and carry out the Activities described in section 1 in schedule 1,

except as permitted by this Agreement, the MERC Act or the Resource Act.

12. Compensation

- 12.1 The Tenement Holder must provide the Compensation to the Landholder in accordance with schedule 3.
- 12.2 If the Tenement Holder does not pay a sum of money under this Agreement at or before the time for payment, the Tenement Holder must pay the Landholder interest at the standard default contract rate published by the Queensland Law Society at the time payment was due.

13. Scope of Agreement with respect to Compensation

- 13.1 This Agreement is in full and final satisfaction of the Tenement Holder's Compensation Liability to the Landholder under the MERC Act for the Compensatable Effects of the Activities described in section 1 in schedule 1 during the Term.
- 13.2 Subject to any provision of this Agreement that expressly provides for the Tenement Holder to make payments or pay or provide Compensation to the Landholder, the Landholder:
- (a) releases the Tenement Holder from any further liability under the MERC Act in respect of compensation for the Activities described in section 1 in schedule 1; and

General Conditions

- (b) acknowledges that this Agreement may be pleaded in bar against all claims and entitlements for those matters for which Compensation has been paid or is to be paid under this Agreement.
- 14. Indemnity**
- 14.1** The Tenement Holder indemnifies and will keep indemnified the Landholder from and against any Claim on the terms of this clause 14, except to the extent the Claim:
- (a) is settled by Compensation or other payments contemplated in this Agreement; or
 - (b) is caused or contributed to by the negligence or act or omission of the Landholder or its Associates.
- 14.2** If, as a result of Activities described in section 1 in schedule 1 the Landholder considers, acting reasonably, that it has suffered Loss over and above that for which the parties have already agreed Compensation or other payments elsewhere in this Agreement, the Landholder may give the Tenement Holder notice of a Claim specifying:
- (a) the extent of the Loss over and above that for which the parties have already agreed Compensation or other payments elsewhere in this Agreement;
 - (b) how that Loss resulted from Activities described in section 1 in schedule 1; and
 - (c) whether the Loss involves damage to Property that is capable of repair and, if so, the manner in which and the time by which the Landholder acting reasonably requests the repair be made.
- 14.3** The Landholder must take reasonable steps to mitigate its Loss.
- 14.4** The Tenement Holder must take reasonable steps to minimise any impact and Loss to the Landholder in relation to any Claim.
- 14.5** Where clause 14.2(c) applies, the Tenement Holder must at the election of the Landholder acting reasonably do all or any of these things:
- (a) repair the damage to the Property to the reasonable satisfaction of the Landholder;
 - (b) replace the Property;
 - (c) reimburse the Landholder for the Loss.
- 14.6** If the Tenement Holder does not repair the damage to the Property within the time reasonably required by the Landholder:
- (a) the Landholder may carry out the repairs; and
 - (b) the Tenement Holder will reimburse the Landholder for the reasonable and necessary cost of repairs to the Property and the Landholder's time.
- 15. Further Claims by the Landholder**
- 15.1** This Agreement does not prevent the Landholder from bringing a Claim after the Agreement Date in respect of activities conducted by the Tenement Holder that:
- (a) are not part of the Activities described in section 1 in schedule 1; or
 - (b) are not otherwise contemplated by this Agreement.
- 15.2** The Landholder must take reasonable steps to mitigate its Loss associated with any such Claim.

General Conditions

16. Rehabilitation

16.1 The Landholder acknowledges that the Tenement Holder must when rehabilitating any part of the Land affected by the Activities described in section 1 in schedule 1 comply with the environmental authority for the Tenement and any Additional Conduct Conditions relating to rehabilitation.

16.2 The Tenement Holder must consult the Landholder about the rehabilitation of the Land and have reasonable regard to the Landholder's proposals relating to rehabilitation.

17. Insurance

17.1 The Tenement Holder must effect and maintain public liability insurance in respect of the Activities described in section 1 in schedule 1 for the amount specified in Item 10 for the Term. If requested by the Landholder, the Tenement Holder must provide the Landholder with evidence of the insurance.

18. Dispute Resolution

18.1 All Disputes under this Agreement must be resolved in accordance with this clause.

18.2 The Responsible Person for the Landholder may give notice to the Responsible Person for the Tenement Holder that a Dispute exists, describing the Dispute.

18.3 The Responsible Person for the Tenement Holder may give notice to the Responsible Person for the Landholder that a Dispute exists, describing the Dispute.

18.4 The Responsible Person for the Landholder and the Responsible Person for the Tenement Holder must in the first instance use reasonable endeavours to resolve the Dispute.

18.5 The parties may appoint a mutually agreed mediator to mediate the Dispute in accordance with the Resolution Institute Mediation Rules, and in the absence of agreement either party may apply to the for the appointment of a mediator.

18.6 If the Dispute is not resolved within 20 Business Days, either party may seek to resolve the Dispute in a court of competent jurisdiction.

19. Assignment

19.1 The parties acknowledge that under the MERCP Act this Agreement will be binding on:

(a) any transferee of the Land; and

(b) any transferee of an interest in the Tenement.

19.2 If the Landholder transfers the Land or any interest in it, the Landholder must notify the Tenement Holder of the transfer and the name and address of the transferee within 10 Business Days of the transfer date.

19.3 If the Tenement Holder transfers the Tenement or any interest in it, the Tenement Holder must notify the Landholder of the transfer and the name and address of the transferee within 10 Business Days of the transfer date.

20. Confidentiality

20.1 Neither party may disclose the Compensation to another person without the other party's prior written consent, which consent must not be unreasonably withheld.

20.2 Notwithstanding the preceding clause, a party may make the following disclosures without the consent of the other party:

(a) to the party's legal or financial advisers;

(b) to the party's other consultants;

General Conditions

- (c) to a potential purchaser of the Land or an interest in the Tenement;
- (d) to a related body corporate, as defined in section 50 of the *Corporations Act 2001* (Cth);
- (e) required by law, including disclosure to any stock exchange; and
- (f) as ordered or required by any court, tribunal or authority.

Disclosures made with the consent of the other party or under paragraphs (b), (c) or (d) may only be made if the person to whom the disclosure is to be made agrees in writing to keep the subject matter of the disclosure confidential.

21. Notices

- 21.1 A notice under this Agreement must be in writing and must be sent by prepaid post, fax or delivered by hand to the Responsible Person for the Landholder or the Responsible Person for the Tenement Holder.
- 21.2 A notice will be deemed to be given (in the absence of reasonable proof to the contrary):
 - (a) if posted – when in the ordinary course of the post it would be delivered;
 - (b) if faxed – on the date the sender's facsimile machine notes a complete and successful transmission;
 - (c) if delivered by hand – on the date of delivery.
- 21.3 Notices given on a day that is not a Business Day, or after 5 pm on a Business Day, will be treated as having been given on the next Business Day.

22. GST

- 22.1 Terms used in this clause that are defined in the GST Act have the meaning given in that Act.
- 22.2 If GST is imposed in relation to any supply under this Agreement by one party to another, the party receiving the supply (**Recipient**) must pay the amount imposed to the party providing the supply (**Supplier**) at the same time as the party is required to pay the Supplier for the supply, provided:
 - (a) the Supplier gives a valid tax invoice to the Recipient at or before the payment of GST is made by the Recipient (and the Recipient is not required to make any payment for GST until the Recipient has received a valid tax invoice); and
 - (b) this clause does not apply if the consideration payable or to be provided by the Recipient for the supply includes GST.

23. Withholding Tax

- 23.1 If the Tenement Holder is required to withhold an amount in respect of Withholding Tax from a payment made to the Landholder under this Agreement, the Tenement Holder may withhold the Withholding Tax from the payment and pay the same to the taxing authority and such payment will be a good discharge of the Tenement Holder's obligation to the Landholder.

24. Miscellaneous

- 24.1 This Agreement is governed by the law of Queensland, and each party irrevocably submits to the exclusive jurisdiction of the courts of that State.
- 24.2 This Agreement constitutes the entire agreement between the Landholder and the Tenement Holder in relation to its subject matter.

General Conditions

- 24.3 Neither party may terminate this Agreement for a breach of this Agreement by the other party, but all other remedies are available to a party in respect of a breach of this Agreement by the other party.
- 24.4 This Agreement may only be amended by the written agreement of the parties.
- 24.5 Any failure by a party at any time to enforce a clause of this Agreement, or any forbearance, delay or indulgence granted by a party to the other will not constitute a waiver of the party's rights.
- 24.6 No provision of this Agreement will be deemed to be waived unless that waiver is in writing and signed by the waiving party.
- 24.7 If any provision of this Agreement is determined to be invalid, unlawful or unenforceable for any reason then:
- (a) that part will, to the extent of the invalidity, unlawfulness or unenforceability, be severed from the rest of this Agreement; and
 - (b) the remaining terms will continue to be valid and enforceable to the fullest extent permitted by law.

Special Conditions

Special Condition

1. ADVANCE NOTICE

- 1.1 The Tenement Holder must give the Landholder at least seven (7) Business Days (or any shorter time frame as agreed) prior written notice (by email) of the proposed commencement of each phase of drilling consistent with the outline of Activities in Schedule 1 including:
- (a) the phase number of the Activities to be conducted;
 - (b) the number and names of the persons who will be involved in the Activities including the Site Supervisor's name, telephone number and email contact details;
 - (c) the names of the relevant contractor organisations involved in the Activities;
 - (d) the expected duration of the Activities in that phase; and
 - (e) the number, type and location of drill sites, holes, or water monitoring bores involved in the Activities.
 - (f) details of new access tracks to be constructed as part of the Activities including approximate length.

2. MAP

- 2.1 The location on which the Activities are to be conducted, and the extent of those Activities is shown on the Map at Schedule 4 including access tracks. The Tenement Holder must not construct new access tracks other than as detailed in Schedule 4 without the Landholders prior written approval and a compensation adjustment under Schedule 3.

3. NON-AUTHORISED ACTIVITIES

- 3.1 The Tenement Holder and its Associates will not conduct any recreational activities on or in the Land.

4. WEEDS/ PEST PLANTS

- 4.1 As and from the Agreement Date, all the Tenement Holder's vehicles and machinery (including any drill rig) entering, passing over, or accessing the Land during the Term must at all times be clean of Invasive Plants.
- 4.2 The following measures must be put in place to reduce the risk of the spread of Invasive Plants:
- (a) the Tenement Holder must take all reasonable steps to ensure that all vehicles, machinery (including any rig), clothing, boots and equipment etc., are free of Invasive Plants, and that the Activities do not promote the spread or introduction of Invasive Plants;
 - (b) prior to undertaking field work and accessing the Land, the Tenement Holder must fully wash down all vehicles, machinery and equipment (including any rig) and the like by an approved person, and keep a Wash Down Record of all wash downs carried out during the Term;
 - (c) the Tenement Holder must provide the Landholder within 24 hours of any request, with a copy of every separate Wash Down Record for each vehicle, and machine entering the Land.
- 4.3 After the expiry of the Term the Tenement Holder where responsible for the introduction of Invasive Plants, must arrange for the removal and destruction of any Invasive Plants caused by the Activities.

Special Conditions

- 4.4 If during the Term, the Landholder notifies the Tenement Holder of an outbreak of an Invasive Plant as a result of the Activities and the Landholder and Tenement Holder agree that the outbreak is reasonably attributable to the Tenement Holder or its Associate's activities then the Tenement Holder must, as soon as practicable, eradicate the outbreak to the satisfaction of the Landholder acting reasonably, at the Tenement Holder's cost.

5. ACCESS TRACKS/ GRIDS

- 5.1 The Tenement Holder must and must ensure its Associates only access the Land via the existing access routes which have been previously agreed between the parties and as identified on the Map.
- 5.2 All tracks and grids used by or intended to be used by the Tenement Holder for access into and around the Land must be properly constructed or upgraded as necessary for the intended use, including appropriate erosion control measures at the cost of the Tenement Holder. Such tracks/ grids must be kept and left in a well-maintained state, including grading or rolling as appropriate and reasonable measures to minimise dust must be taken by the Tenement Holder.
- 5.3 Except in the case of an emergency, the Tenement Holder and its Associates must not construct any new road or track on the Land without the Landholder's prior written agreement and a compensation adjustment under Schedule 3.

6. ACCESS OBLIGATIONS

- 6.1 The Tenement Holder must and must ensure that its Associates:
- (a) comply in all respects with the obligations of the Tenement Holder under the relevant acts and the environmental authority;
 - (b) comply in all respects with the principles and conditions contained in the Land Access Code June 2023; and
 - (c) extend courtesies to respect the privacy of and establish and maintain good relations with the Landholder and the local community.
- 6.2 The Tenement Holder must and must ensure its Associates:
- (a) only access the Land for the purpose of the Activities;
 - (b) carry out the Activities on the Land in a proper and workmanlike manner;
 - (c) refrain from wandering at large over the Land;
 - (d) refrain from hunting, shooting or fishing on the Land; and
 - (e) minimise interference with or disturbance to:
 - (1) the Landholder's uses of the Land and the surrounding area;
 - (2) people on the Land or in the surrounding area;
 - (3) the native environment, including any flora and fauna;
 - (f) report to the Landholder and remedy any interference or disturbance referred to in Special Condition 6.2(e) as soon as reasonably practicable; and
 - (g) refrain from camping on the Land.

Special Conditions

- 6.3 Site access must avoid any dwellings or other infrastructure and must be only via the access tracks indicated on the Map or as otherwise agreed by the Landholder.
- 6.4 Traffic moving in the vicinity of any dwelling on the Land must be kept below a speed of 10km/h at all times to avoid raising dust. All works must only be completed during the daily hours of 6 am – 6 pm. No works are permitted conducted outside these hours.
- 6.5 The Tenement Holder must and must ensure its Associates:
- (a) leave gates in the position found, unless the Landholder advises otherwise;
 - (b) where in the reasonable opinion of the Landholder the Activities require a fence to be constructed in order to prevent the destruction or injury of the Landholder's livestock, erect an adequate, industry standard temporary steel stock-proof fence to the reasonable satisfaction of the Landholder;
 - (c) not erect a fence or construct a grid or gate without first obtaining the Landholder's written consent, which will not be unreasonably withheld, to the proposed location and specification of the fence, gate or grid; and
 - (d) keep any fences, grids and gates on the Land and used for the duration of, and in connection with the Activities in a good state of repair and stock proof conditions at all times.
- 6.6 The Tenement Holder must and must ensure that its Associates, except to the extent necessary for the purpose of the Activities, and as agreed by the Landholder:
- (a) refrain from taking soil, sand, rock, gravel or other quarry material from the Land, unless otherwise agreed in writing with the Landholder or authorised by the Tenement; and
 - (b) refrain from destroying, removing or clearing trees, timber or scrub.
- 6.7 The Tenement Holder must ensure that its Associates, whilst on the Land, carry appropriate identification so that they may be identified as persons under the control of the Tenement Holder.
- 6.8 The Tenement Holder must ensure that its Associates do not light fires on the Land in any circumstances.
- 6.9 The Tenement Holder must not access the Land during wet weather conditions, unless otherwise agreed with the Landholder.
- 6.10 If the Landholder reasonably considers that an Activity is being conducted in material breach of the Land Access Code (June 2023) or these Special Conditions, the Landholder may direct the Tenement Holder to suspend the affected Activity until the breach is rectified. Suspension must be reasonable and proportionate and does not limit either party's rights under the MERC Act.

7. REHABILITATION

- 7.1 The Tenement Holder must consult with the Landholder about the way in which the Land will be rehabilitated and relevant requirements of the Code of Environmental Compliance for Exploration and Mineral Development Activities. The Landholder will be given an opportunity to provide input to the Tenement Holder in relation to the rehabilitation of the Land prior to the rehabilitation occurring.
- 7.2 The Tenement Holder must:
- (a) where excavation is required in connection with the Activities, stockpile topsoil and subsoil separately for backfilling in the appropriate order for rehabilitation;

Special Conditions

- (b) commence and complete rehabilitation as soon as reasonably practicable following completion of the Activities to reinstate the Land as near as practicable to its condition prior to the Activities; and
 - (c) rehabilitate any roads or tracks constructed by the Tenement Holder or its Associates that are not required by the Landholder.
- 7.3 The Tenement Holder shall promptly report to the Landholder the occurrence of any environmental damage to the Land caused by the Activities. Where the Activities cause environmental damage to the Land, the Tenement Holder must, as soon as reasonably practicable, rehabilitate the affected Land to the state it was in prior to the damage occurring.
- 7.4 Where the Activities cause damage (excluding reasonable wear and tear resulting from use) to Property on the Land, the Tenement Holder must, as soon as reasonably practicable, either replace the Property or repair it to a standard which returns it to the state it was in prior to the damage occurring or pay the Landholder reasonable monetary compensation for the damage.
- 7.5 The Tenement Holder must remove all rubbish, waste or construction debris created by the Activities from the Land.

8. ENVIRONMENT

- 8.1 The Tenement Holder must, and must ensure that its Associates:
- (a) prevent causing the introduction or return of polluted waters to any watercourse, lake or spring on or adjoining the Land or any aquifer beneath the Land;
 - (b) implement appropriate erosion control measures around the site of the Activities and the agreed access routes;
 - (c) prevent causing erosion of the Land and of the bed or banks of any watercourse or lake on or adjoining the Land; and
 - (d) prevent causing the deposition of excavated material or eroded material in any watercourse or lake on or adjoining the Land.

9. SAFETY

- 9.1 The Tenement Holder must and must ensure that its Associates:
- (a) ensure that any drill hole or excavated site is safely secured to prevent danger to people and livestock and to avoid degradation of the landscape; and
 - (b) comply with all laws which may apply from time to time in relation to bush fire damage or restrictions on the lighting of fires and take all reasonable precautions to prevent the outbreak of any bushfire.

10. CHEMICALS AND CONTAMINANTS

- 10.1 The Tenement Holder acknowledges the importance to the Landholder of it being able to account for all chemicals and contaminants brought onto the Land, their use thereon and removal therefrom (including identity and quantity).
- 10.2 The Tenement Holder discloses to the Landholder that the following chemicals are to be used during the Advanced Activities being carried out by the Tenement Holder within the boundaries of the tenement during the term of this Agreement.

Special Conditions

- (a) AMC/Fluid Star biodegradable Hammer Oil for lubrication of machines and down hole instruments;
 - (b) AMC Super Foam (Detergent); and
 - (c) AMC Aus-Grip A+ B ECO, an expanding foam used for putting on PVC collars
- 10.3 In the event that any livestock of the Landholder suffer injury or die and the Landholder reasonably considers that this is a direct result of the Tenement Holder's use of the chemicals listed above during the carrying out of its Activities on the Land, then the Tenement Holder agrees to reimburse the Landholder for the loss or damage up to market value of that livestock.
- 10.4 In the event that any water resource (natural or artificial) that is located on the land becomes contaminated as a direct result of the Tenement Holder's use of the chemicals listed above during the carrying out of its activities on the land, and that any of the livestock of the Landholder suffer injury or death as a direct result, then the Tenement Holder agrees to reimburse the Landholder for the loss or damage up to the market value of that livestock.
- 10.5 The provisions of this Special Condition shall endure for a period of six (6) years from the date of the expiry of the term of this Agreement.
- 10.6 The Tenement Holder must maintain a site chemical register and spill response plan and produce both on request within 2 Business Days.
- 11. DISPOSAL OF TOXIC CONTAMINANTS AND NON-TOXIC CONTAMINANTS**
- 11.1 At the conclusion of drilling operations, the Tenement Holder will collect all toxic contaminants arising from drilling operations undertaken at each drill hole within the boundaries of the tenement during the term of this Agreement and the Tenement Holder will then transport such toxic contaminants (including sample bags) off the tenement for disposal.
- 11.2 At the conclusion of drilling operations, the Tenement Holder will collect all non-toxic contaminants (including sample bags) arising from drilling operations undertaken at each drill hole within the boundaries of tenement during the term of this Agreement and then transport such non-toxic contaminants (including sample bags) off the tenement for disposal.
- 12. ALTERNATIVE ARRANGEMENT**
-
- 12.1 The Landholder and the Tenement Holder acknowledge and agree that nothing in this Agreement constitutes an alternative arrangement for the purposes of the Environmental Authority.
- 13. EXCHANGE OF COUNTERPARTS**
-
- 13.1 This Agreement may be executed in any number of counterparts. Each counterpart is an original, but the counterparts together are one and the same Agreement.
- 13.2 This Agreement is binding on the parties on the exchange of counterparts. A copy of a counterpart sent by facsimile machine or electronic mail transmission must be treated as an original counterpart.
- 14. COMMENCEMENT AND DURATION OF ACTIVITIES**
-
- 14.1 The Tenement Holder must not commence the Activities until after the date that the Tenement Holder has paid the Landholder the Compensation.

Special Conditions

15. COSTS

- 15.1 The Tenement Holder must pay the reasonable legal costs incurred by the Landholder in connection with the preparation and execution of this Agreement and any duty payable in relation to it as agreed in Schedule 3.
- 15.2 Legal costs will be payable by the Tenement Holder directly to the Landholder's lawyer (at the account details in the Tax Invoice provided) within fourteen (14) days of receiving a valid tax invoice from the Landholder's Lawyer

16. DUST SUPPRESSION AND MITIGATION

- 16.1 The Tenement Holder must undertake regular dust suppression and mitigation measures arising from the Activities during the Term.
- 16.2 At the request of the Landholder, the Tenement Holder may undertake additional reasonable dust suppression and mitigation measures at the Tenement Holders discretion.

Schedule 1: Tenement Holder's disclosure

1. GENERAL OUTLINE OF THE TENEMENT HOLDER'S PROJECT

- 1.1. The Tenement Holder is exploring for gold and graphite at several prospects and legacy mine sites with the activities of field reconnaissance, geological mapping and surface geochemical sampling, airborne and ground geophysics and drilling.
- 1.2. The S3 Prospect Work Area covers an area 2.2 km long, 500 m wide, east of mining lease 5248 and east of the Croydon to Normanton Road, immediately north of Croydon township.
- 1.3. From May 2023 to September 2023, a drilling program of 29 diamond core drillholes was completed at the S3 Work Area returning significant graphite mineralisation.
- 1.4. A further drilling program of 20 Reverse Circulation (RC) drillholes has been planned at the S3 Prospect Work Area to sample graphite mineralisation.

2. AUTHORISED PRELIMINARY ACTIVITIES that may be carried out at the same time as the proposed advanced activities to be carried out on the land.

- 2.1. Driving existing tracks to scope access to exploration areas
- 2.2. Ground traverses for geological reconnaissance and mapping
- 2.3. Surface geochemical sampling of soils, rocks and stream sediments
- 2.4. Geophysical surveys (non-ground disturbing) along lines and grids
- 2.5. Cultural heritage and environmental surveys

3. AUTHORISED ADVANCED ACTIVITIES to be carried out on the land.

STAGE 1 – TRACK AND DRILL PAD REFURBISHMENT

- 3.1. Earthworks refurbishment of existing access tracks from the 2023 drilling program, suitable for a drill rig to access the existing drill pad sites (Schedule 4). Earthworks preparation with construction of access tracks and drill pads may involve a bulldozer and grader and a backhoe or excavator for two to three days.
- 3.2. Drill pad refurbishment or re-construction at up to 20 drill sites (Table 1) will involve clearing of low-lying vegetation and levelling of a rectangular pad that will generally be 20 metres x 25 metres for the safe turning of machinery and operations. Drill sumps may be dug within the drill pad for the collection of drill mud water and drill cuttings.

STAGE 2 – DRILLING

- 3.3. Reverse circulation drilling of up to 20 drill holes to depths ranging from 50 to 70 metres at the S3 Prospect Work Area drill pad sites (Table 1), (Schedule 4) to collect rock samples on each prepared drill pad site. Machinery involved will include a reverse circulation drilling rig, associated personnel and support vehicles, water cartage vehicle, surveyor and, at times, a down-hole logging contractor.
- 3.4. Drilling will be for a duration of approximately 5 weeks (including possible maintenance and weather delays).

STAGE 3 – REHABILITATION

- 3.5. Rehabilitation of the drill pad sites when they have dried out sufficiently with respreading of topsoil and removed vegetation back over the disturbed area with a grader, over 2 to 3 days.
- 3.6. Rehabilitation of access tracks to the drill pad sites by respreading of topsoil and removed vegetation back over the tracks, over 2 to 3 days.
- 3.7. Subsequent monitoring or ongoing rehabilitation of drill sites and tracks will follow.

4. OTHER MATTERS OF PARTICULAR IMPORTANCE TO THE TENEMENT HOLDER

- 4.1. The locations of the drill pad sites for this drilling program are planned to be the same sites as those used in the 2023 program. However, if the Tenement Holder forms the opinion that it is not feasible to put the drill pads at these exact locations, the Tenement Holder may use an alternative location to establish new drill pad sites instead, but within the S3 Prospect Work Area to a nearby location. Should the new site selected require construction of additional access track to that site, the Tenement Holder can construct the additional access track subject to Landholder approval.
- 4.2. The Tenement Holder adopts a Minimum Disturbance Practice when preparing drill pads. The drill pad sites are selected to minimise earthworks wherever possible. Generally, this involves the use of machinery to clear fallen timber and rocks from the drill pads and access tracks.
- 4.3. It is anticipated the advanced activities will commence following agreement and be for a duration of 6 weeks maximum.

TABLE 1. DRILL PAD SITE LOCATIONS

Hole ID	Easting m	Northing m	RL	Depth drilled m
S3_DD151T	631,149.23	7,988,799.57	133.03	88.5
S3_DD154T	630,851.09	7,989,199.73	122.51	95
S3_DD155T	630,779.32	7,989,277.16	120.31	72.5
S3_DD157T	631,148.25	7,989,003.29	123.58	132.6
S3_DD158T	631,249.53	7,988,800.54	127.71	125.2
S3_DD159T	631,799.12	7,988,049.22	137.71	115.7
S3_DD160T	631,887.99	7,988,057.29	139.54	131.4
S3_DD161T	631,712.61	7,988,209.49	143.15	150.4
S3_DD163T	631,402.18	7,988,603.42	134.89	111.4
S3_DD164T	631,505.08	7,988,400.95	141.59	117.4
S3_DD165T	631,455.01	7,988,794.74	131.32	174.1
S3_DD166T	631,600.80	7,988,599.66	146.98	201.4
S3_DD167T	631,302.05	7,989,004.21	135.12	176.3
S3_DD169T	630,899.10	7,989,302.01	121.23	123.5
S3_DD171T	631,634.36	7,988,405.79	143.79	145
S3_DD172T	631,832.98	7,988,196.01	143.47	155.5
S3_DD173T	632,010.98	7,988,017.67	143.43	177.4
S3_DD175T	630,651.40	7,989,606.99	122.94	83.2
S3_DD178T	630,854.29	7,989,400.13	123.91	95.5
S3_DD179T	631,009.29	7,989,200.99	123.97	110.2

TABLE 2. ACCESS TRACKS

ID	Length_m	Drillhole
1	52.92	S3_DDHI75T
2	1129.44	S3_DDHI78T
3	140.79	S3_DDHI69T
4	144.52	S3_DDHI79T
5	112.56	S3_DDHI57T
6	95.78	S3_DDHI58T
7	207.27	S3_DDHI67T
8	21.15	S3_DDHI65T
9	387.30	S3_DDHI66T
10	377.59	S3_DDHI71T
11	487.68	S3_DDHI61T
12	319.74	S3_DDHI73T
13	231.23	S3_DDHI59T
Total	3707.96	m

Schedule 2: Landholder's disclosure

1. **Current use of Land.**

Vacant Rural Land

Town Reserve Land

2. **Proposed work program for the Land during the Term.**

General Maintenance as required

3. **Other matters of particular importance to the Landholder.**

- (a) Quiet enjoyment
- (b) Retention of grasses, herbages and preservation of topsoils
- (c) Effects of erosion arising from Tenement older exploration activities
- (d) Nil interference with fixed improvements
- (e) Nil interference with water facilities (natural and fixed improvements)
- (f) Minimal interference with Landholder's activities to the extent of disclosed access tracks, site preparation, drilling and rehabilitation.

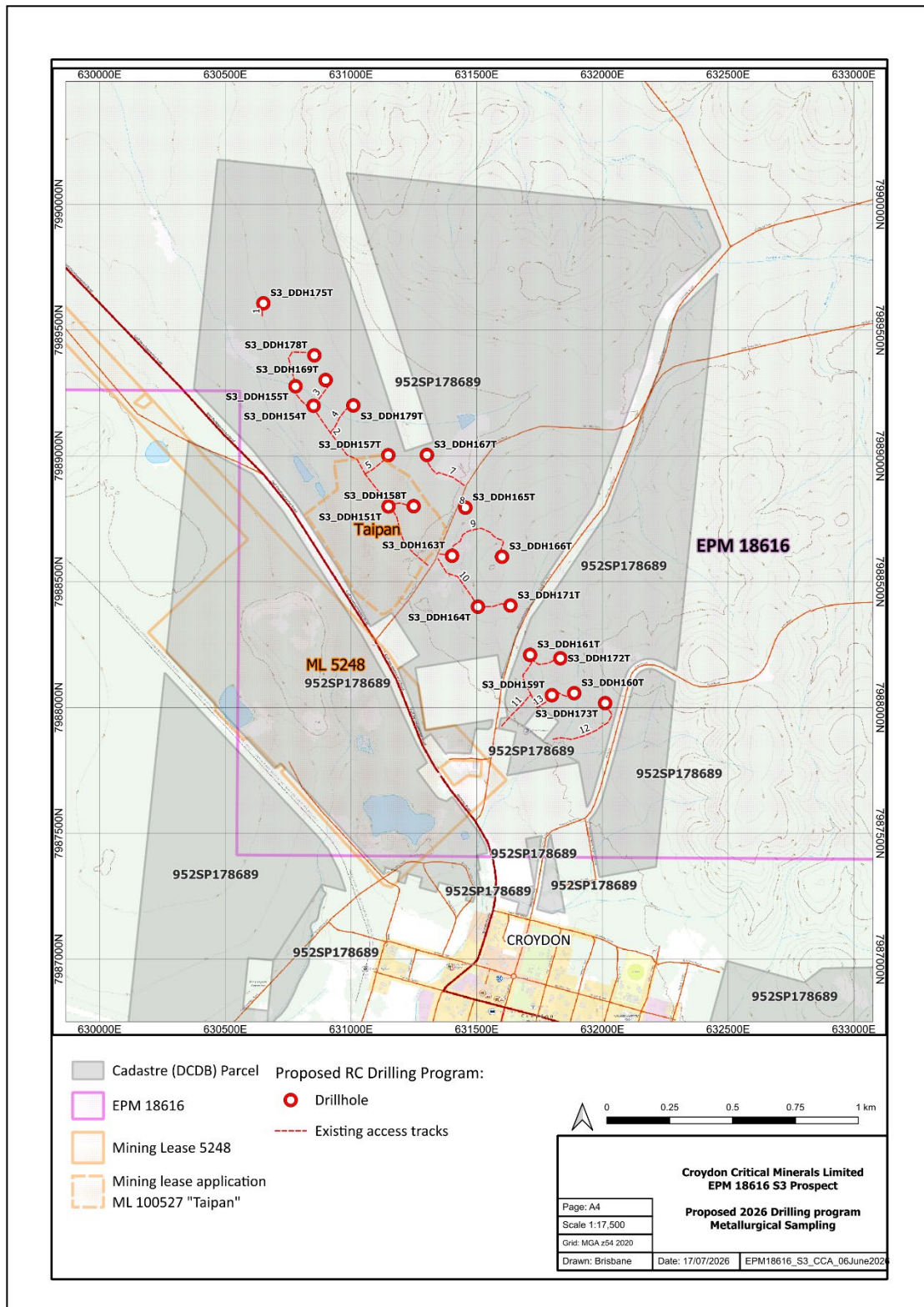
Schedule 3: Compensation

Schedule 3 accounts for all of the compensation liability of the Tenement Holder to the Landholder for all advanced exploration activities to which the agreement relates, as outlined in Schedule 1 and shown in Schedule 4. All amounts detailed in this Schedule are exclusive of GST.

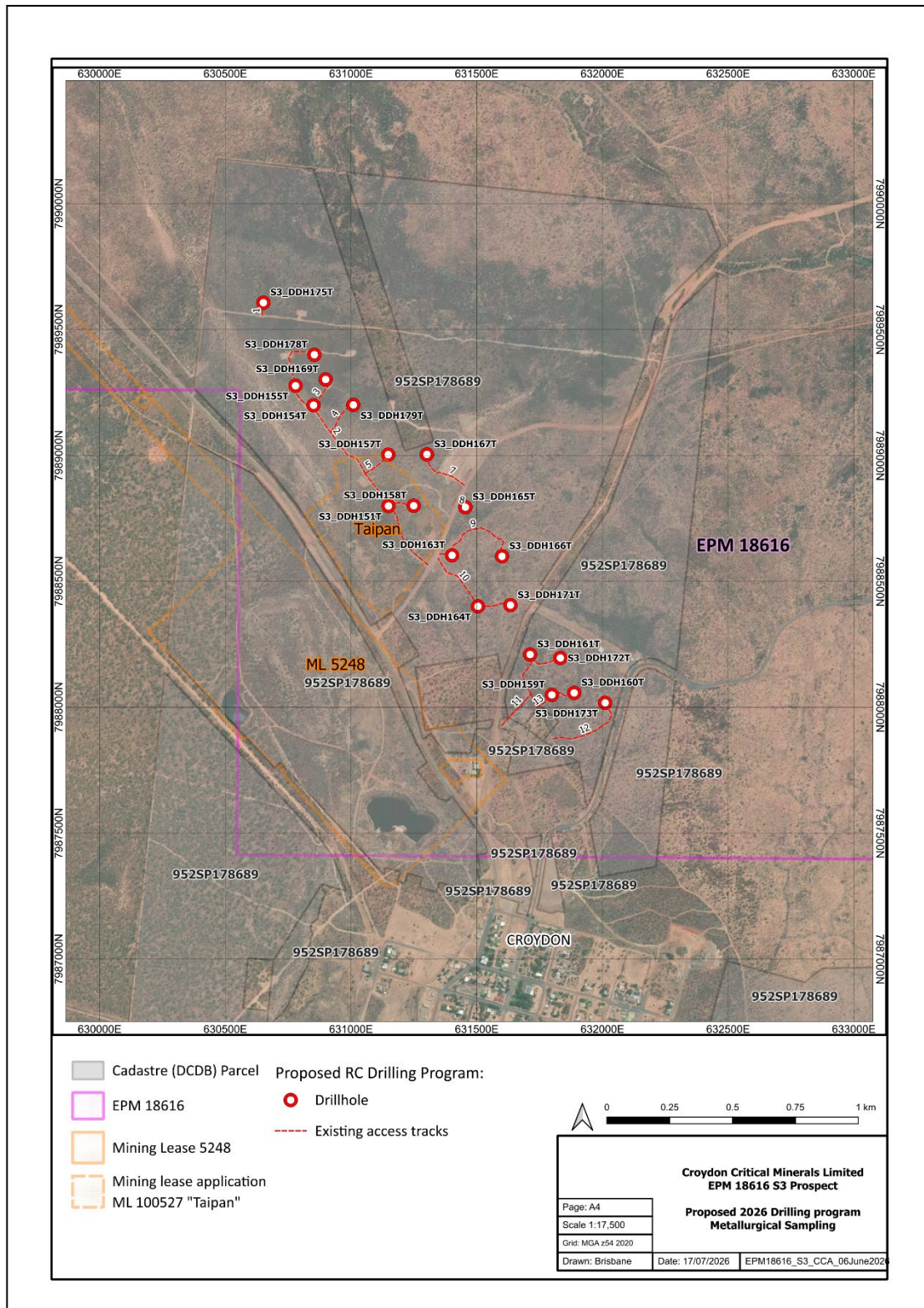
1. The Tenement Holder will pay the Councils Agreement Processing Fee as set out in the Schedule of Fees and Charges 25/26 in the sum of \$1375.
2. The Tenement Holder agrees to compensate the Landholder \$500 per week or part thereof for Administration which covers the Landholders cost for monitoring of compliance with this Agreement and the inspection of the drilling program for up to 20 drill pads and tracks in the drilling program, as indicated in Schedule 1 and Schedule 4.
3. The Tenement Holder will provide the Landholder a total payment of \$15,175 monetary compensation for use of the existing track and drill pad land disturbance (and any new disturbance) for 20 drill pads and about 3.71 km (4 km) of access track to the drill pads, calculated at the following rates:
 - Agreement Processing Fee - \$1375
 - Administration Fee - \$3000 based on a 6 week drill program at \$500 per week.
 - \$200 per whole km - of access tracks cleared for vehicles/drill rig access to drill pad
 - \$500 per drill hole including sumps and drillhole
4. The Tenement Holder will provide the Landholder a total initial payment of \$15,175 (excluding GST) before commencing work.
5. The Landholder will provide the Tenement Holder with valid Tax Invoices to pay the monetary compensations for all advanced activities.
6. The Tenement Holder will pay the Landholder's Tax Invoice for the drilling prior to commencing the Activities detailed in that phase.
7. The Tenement Holder will provide the Landholder with a drilling report at the conclusion of the exploration program confirming the number of drillholes, the length of access tracks refurbished or constructed and where the number exceeds the number of drill pads or length of access tracks in condition 2 above an additional final payment will be made to the Landholder according to the rates in condition 2.
8. Legal Fees: The Tenement Holder will pay the Landholder's legal fees fixed in the amount of \$5,500 ex GST within 14 days of receiving a valid Tax Invoice from the Landholders Legal representative.

Schedule 4: Plans

1. EPM 18616 S3 prospect topographic map showing proposed 2026 drillholes and tracks



2. EPM 18616 S3 prospect satellite image map showing proposed 2026 drillholes and tracks





Croydon Shire Council
Operating Actual Vs Budget
FY 2026-2027

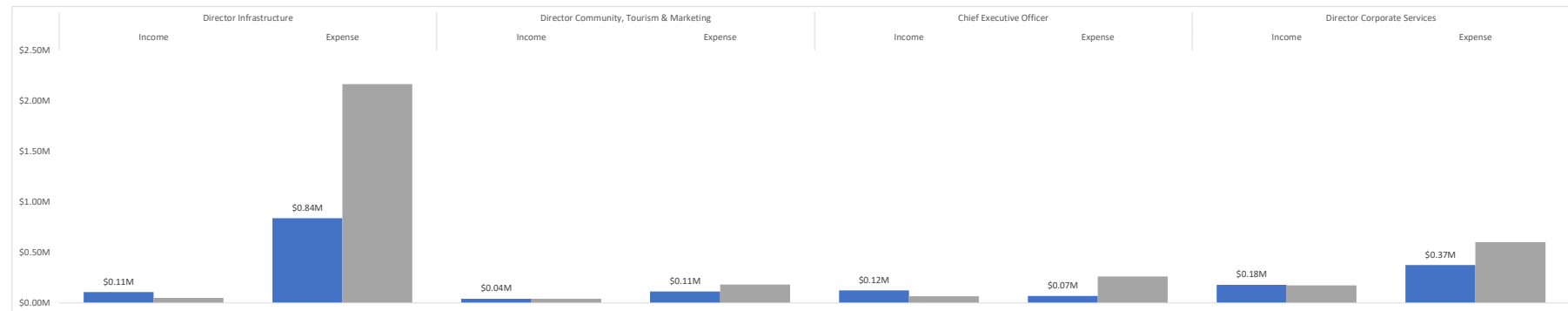
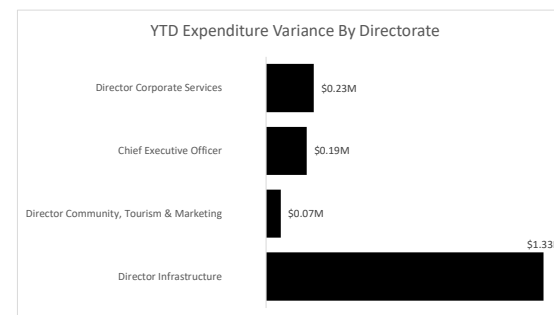
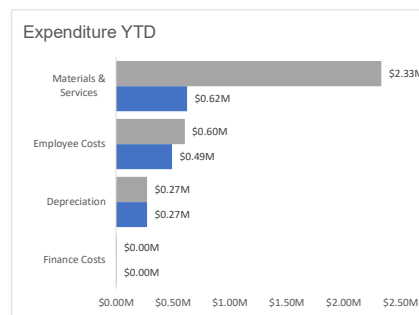
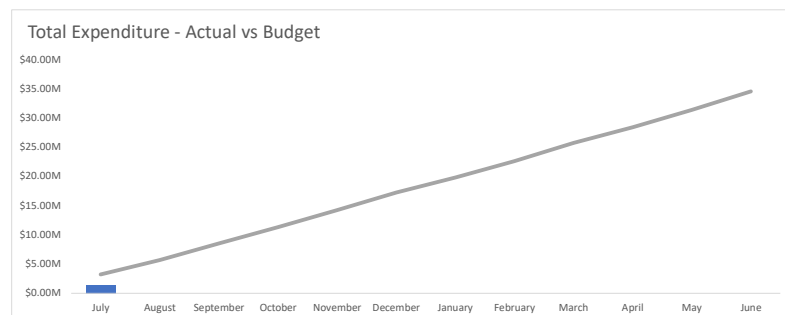
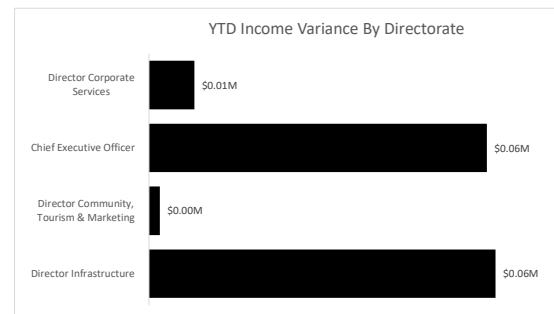
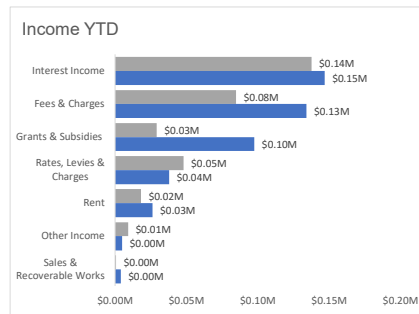
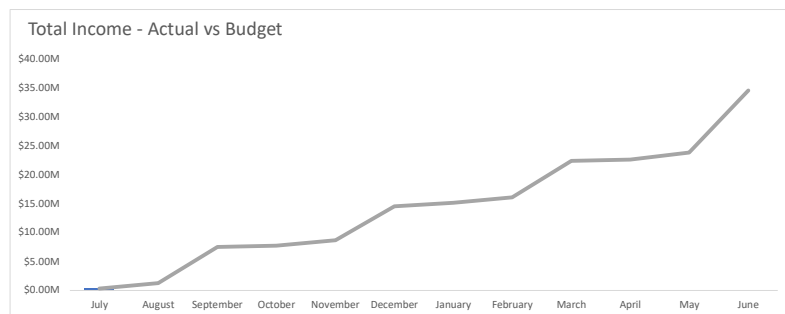
July

YTD Operating Income		
Actual	Variance	
\$0.45M	\$0.12M	▲37.8%

YTD Operating Expenditure		
Actual	Variance	
\$1.39M	\$1.82M	▼130.6%

■ Budget ■ Actual

■ Positive Variance ■ Negative Variance





Croydon Shire Council
Financial Position
FY 2026-2027

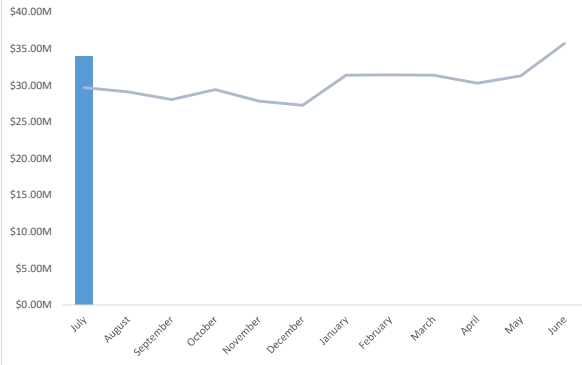
July

YTD Assets	
Current	Non-Current
\$40.11M	\$154.01M

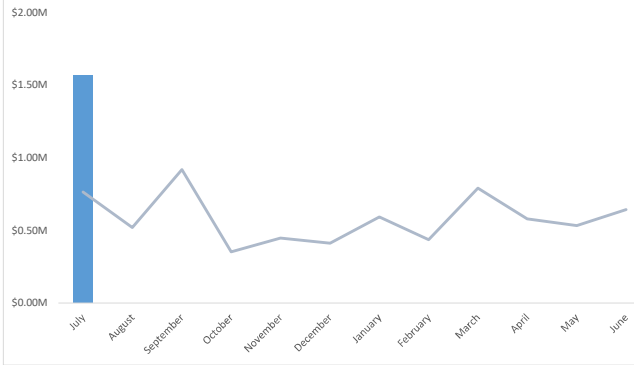
YTD Liabilities	
Current	Non-Current
\$24.02M	\$0.30M

■ Actual — Prior Year

Cash & Cash Equivalents



Debtors & Receivables



Current Assets

Cash & Cash Equivalents	\$33.87M
Contract Assets	\$4.58M
Trade & Other Receivables	\$1.56M
Inventories	\$0.09M
Total Current Assets	\$40.10M

Non-Current Assets

Buildings	\$16.85M
Furniture & Fittings	\$0.06M
Other Structures	\$10.61M
Infrastructure	\$109.09M
Land	\$0.60M
Right of Use Assets	\$0.00M
Plant & Equipment	\$5.07M
Work in Progress	\$11.72M
Total Non-Current Assets	\$154.01M

Total Assets	\$194.11M
---------------------	------------------

Current Liabilities

Contract Liabilities	\$23.36M
Trade & Other Payables	\$0.51M
Current Provisions	\$0.14M
Total Current Liabilities	\$24.02M

Non-Current Liabilities

Non-Current Provisions	\$0.30M
Trade & Other Payables	\$0.00M
Total Non-Current Liabilities	\$0.30M

Total Liabilities	\$24.32M
--------------------------	-----------------

Equity

Retained Surplus	\$62.39M
Asset Revaluation Surplus	\$107.40M
Total Equity	\$169.80M

Total Liabilities & Equity	\$194.11M
---------------------------------------	------------------

Cash Analysis

Cash at Bank	\$ 1,835,720
Investments	\$ 32,037,358
Total Cash	\$ 33,873,078

less: Long Service Leave Provision (50%)	\$ (108,213)
less: Annual Leave Provision	\$ (368,331)
less: Unspent Grant Receipts	\$(23,364,597)
less: Restoration Provisions	\$ (224,082)
less: Working Capital Cash	\$ (3,000,000) ^

Net Cash Surplus	\$ 6,807,855
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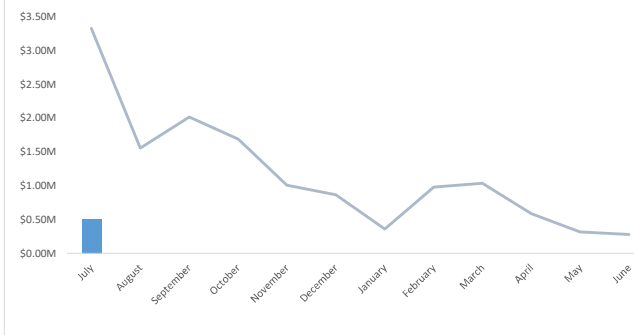
The net cash surplus includes the accumulated surplus balance which represents Council's unconstrained funds.

^ 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	Type	Expiry	Rate	Balance	Interest
QTC Cash Fund - July	At Call	N / A	5.23%	31,894,175	146,625.78 #
QTC Cash Fund - June	At Call	N / A	5.03%	30,497,025	122,888.92
QTC Cash Fund - May	At Call	N / A	5.04%	29,674,702	105,816.58

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

Accounts Payable & Other Current Liabilities



Whole Of Council

	July				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ 97,574	\$ 29,175	\$ 68,399	234.44%	\$ 97,574	\$ 29,175	\$ 68,399	234.44%	✓	\$ 30,256,844
Rates, Levies & Charges	\$ 37,825	\$ 48,046	\$ (10,221)	-21.27%	\$ 37,825	\$ 48,046	\$ (10,221)	-21.27%	!	\$ 1,057,016
Fees & Charges	\$ 134,198	\$ 84,766	\$ 49,432	58.32%	\$ 134,198	\$ 84,766	\$ 49,432	58.32%	✓	\$ 796,235
Sales & Recoverable Works	\$ 3,948	\$ 715	\$ 3,234	452.40%	\$ 3,948	\$ 715	\$ 3,234	452.40%	✓	\$ 553,159
Interest Income	\$ 146,804	\$ 137,675	\$ 9,129	6.63%	\$ 146,804	\$ 137,675	\$ 9,129	6.63%	✓	\$ 1,594,470
Rent	\$ 26,267	\$ 18,109	\$ 8,158	45.05%	\$ 26,267	\$ 18,109	\$ 8,158	45.05%	✓	\$ 276,947
Other Income	\$ 4,962	\$ 9,115	\$ (4,154)	-45.57%	\$ 4,962	\$ 9,115	\$ (4,154)	-45.57%	!	\$ 33,314
Total Income	\$ 451,578	\$ 327,602	\$ 123,976	37.84%	\$ 451,578	\$ 327,602	\$ 123,976	37.84%		\$ 34,567,983
Employee Costs	\$ 491,657	\$ 602,733	\$ (111,077)	-18.43%	\$ 491,657	\$ 602,733	\$ (111,077)	-18.43%	!	\$ 7,661,462
Materials & Services	\$ 624,585	\$ 2,330,384	\$ (1,705,799)	-73.20%	\$ 624,585	\$ 2,330,384	\$ (1,705,799)	-73.20%	✗	\$ 23,572,390
Depreciation	\$ 272,212	\$ 272,229	\$ (17)	-0.01%	\$ 272,212	\$ 272,229	\$ (17)	-0.01%	✓	\$ 3,266,752
Finance Costs	\$ 3,443	\$ 3,689	\$ (246)	-6.66%	\$ 3,443	\$ 3,689	\$ (246)	-6.66%	✓	\$ 39,390
Total Expenditure	\$ 1,391,897	\$ 3,209,036	\$ (1,817,139)	-56.63%	\$ 1,391,897	\$ 3,209,036	\$ (1,817,139)	-56.63%		\$ 34,539,995
Net Surplus/(Deficit)	\$ (940,320)	\$ (2,881,434)	\$ 1,941,115	-67.37%	\$ (940,320)	\$ (2,881,434)	\$ 1,941,115	-67.37%		\$ 27,988
Profit/Loss on Sale of Assets	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Grants & Subsidies	\$ 718,182	\$ -	\$ 718,182	100.00%	\$ 718,182	\$ -	\$ 718,182	100.00%	!	\$ 3,902,620
Capital Expenses	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -

Comments:

- Overall income is slightly ahead of the forecast due to higher caravan park revenue and the timing of grant receipts.
- The variance in expenditure is a timing issues related to the flood recovery works program. Improved phasing of the budget will be undertaken to better align with the expected works program.

Chief Executive Officer

	July				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ 22,753
Rates, Levies & Charges	\$ 35	\$ -	\$ 35	100.00%	\$ 35	\$ -	\$ 35	100.00%	✓	\$ -
Fees & Charges	\$ 122,257	\$ 65,679	\$ 56,578	86.14%	\$ 122,257	\$ 65,679	\$ 56,578	86.14%	✓	\$ 628,611
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Interest Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ 672	\$ 747	\$ (75)	-10.02%	\$ 672	\$ 747	\$ (75)	-10.02%	!	\$ 8,962
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Income	\$ 122,964	\$ 66,426	\$ 56,538	85.12%	\$ 122,964	\$ 66,426	\$ 56,538	85.12%		\$ 660,326
Employee Costs	\$ 131,820	\$ 124,576	\$ 7,243	5.81%	\$ 131,820	\$ 124,576	\$ 7,243	5.81%	✓	\$ 1,705,291
Materials & Services*	\$ (137,129)	\$ 63,573	\$ (200,702)	-315.70%	\$ (137,129)	\$ 63,573	\$ (200,702)	-315.70%	✗	\$ 14,801
Depreciation	\$ 72,790	\$ 72,794	\$ (4)	-0.01%	\$ 72,790	\$ 72,794	\$ (4)	-0.01%	✓	\$ 873,527
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Expenditure	\$ 67,481	\$ 260,944	\$ (193,463)	-74.14%	\$ 67,481	\$ 260,944	\$ (193,463)	-74.14%		\$ 2,593,619
Net Surplus/(Deficit)	\$ 55,484	\$ (194,518)	\$ 250,001	-128.52%	\$ 55,484	\$ (194,518)	\$ 250,001	-128.52%		\$ (1,933,293)
Profit/Loss on Sale of Assets	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Grants & Subsidies	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Expenses	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -

* includes plant recovery which offsets expenses

Director Corporate Services

	July				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ -	\$ 9,176	\$ (9,176)	-100.00%	\$ -	\$ 9,176	\$ (9,176)	-100.00%	⚠	\$ 6,137,490
Rates, Levies & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✅	\$ 712,627
Fees & Charges	\$ 779	\$ -	\$ 779	100.00%	\$ 779	\$ -	\$ 779	100.00%	✅	\$ 954
Sales & Recoverable Works	\$ 2,881	\$ -	\$ 2,881	100.00%	\$ 2,881	\$ -	\$ 2,881	100.00%	✅	\$ -
Interest Income	\$ 146,804	\$ 137,675	\$ 9,129	6.63%	\$ 146,804	\$ 137,675	\$ 9,129	6.63%	✅	\$ 1,594,470
Rent	\$ 25,595	\$ 17,363	\$ 8,233	47.42%	\$ 25,595	\$ 17,363	\$ 8,233	47.42%	✅	\$ 267,985
Other Income	\$ 4,708	\$ 8,946	\$ (4,239)	-47.38%	\$ 4,708	\$ 8,946	\$ (4,239)	-47.38%	⚠	\$ 32,679
Total Income	\$ 180,767	\$ 173,159	\$ 7,607	4.39%	\$ 180,767	\$ 173,159	\$ 7,607	4.39%		\$ 8,746,205
Employee Costs	\$ 184,079	\$ 275,299	\$ (91,220)	-33.13%	\$ 184,079	\$ 275,299	\$ (91,220)	-33.13%	⚠	\$ 3,062,520
Materials & Services	\$ 169,240	\$ 305,735	\$ (136,495)	-44.64%	\$ 169,240	\$ 305,735	\$ (136,495)	-44.64%	❌	\$ (577,281)
Depreciation	\$ 16,725	\$ 16,728	\$ (3)	-0.02%	\$ 16,725	\$ 16,728	\$ (3)	-0.02%	✅	\$ 200,733
Finance Costs	\$ 3,443	\$ 3,689	\$ (246)	-6.66%	\$ 3,443	\$ 3,689	\$ (246)	-6.66%	✅	\$ 39,390
Total Expenditure	\$ 373,487	\$ 601,451	\$ (227,964)	-37.90%	\$ 373,487	\$ 601,451	\$ (227,964)	-37.90%		\$ 2,725,363
Net Surplus/(Deficit)	\$ (192,721)	\$ (428,292)	\$ 235,571	-55.00%	\$ (192,721)	\$ (428,292)	\$ 235,571	-55.00%		\$ 6,020,842
Profit/Loss on Sale of Assets	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✅	\$ -
Capital Grants & Subsidies	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✅	\$ -
Capital Expenses	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✅	\$ -

Director Community, Tourism & Marketing

	July				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ 29,558	\$ 20,000	\$ 9,559	47.79%	\$ 29,558	\$ 20,000	\$ 9,559	47.79%	✓	\$ 65,581
Rates, Levies & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Fees & Charges	\$ 10,782	\$ 18,949	\$ (8,167)	-43.10%	\$ 10,782	\$ 18,949	\$ (8,167)	-43.10%	!	\$ 164,790
Sales & Recoverable Works	\$ 1,068	\$ 715	\$ 353	49.38%	\$ 1,068	\$ 715	\$ 353	49.38%	✓	\$ 3,159
Interest Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Other Income	\$ 254	\$ 169	\$ 85	50.07%	\$ 254	\$ 169	\$ 85	50.07%	✓	\$ 635
Total Income	\$ 41,662	\$ 39,833	\$ 1,829	4.59%	\$ 41,662	\$ 39,833	\$ 1,829	4.59%		\$ 234,165
Employee Costs	\$ 60,262	\$ 77,389	\$ (17,128)	-22.13%	\$ 60,262	\$ 77,389	\$ (17,128)	-22.13%	!	\$ 1,197,698
Materials & Services	\$ 22,702	\$ 74,796	\$ (52,094)	-69.65%	\$ 22,702	\$ 74,796	\$ (52,094)	-69.65%	!	\$ 515,818
Depreciation	\$ 30,332	\$ 30,338	\$ (6)	-0.02%	\$ 30,332	\$ 30,338	\$ (6)	-0.02%	✓	\$ 364,055
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Expenditure	\$ 113,295	\$ 182,523	\$ (69,228)	-37.93%	\$ 113,295	\$ 182,523	\$ (69,228)	-37.93%		\$ 2,077,571
Net Surplus/(Deficit)	\$ (71,632)	\$ (142,690)	\$ 71,057	-49.80%	\$ (71,632)	\$ (142,690)	\$ 71,057	-49.80%		\$ (1,843,407)
Profit/Loss on Sale of Assets	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Grants & Subsidies	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Expenses	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -

Director Infrastructure

	July				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ 68,016	\$ -	\$ 68,016	100.00%	\$ 68,016	\$ -	\$ 68,016	100.00%	✓	\$ 24,031,019
Rates, Levies & Charges	\$ 37,789	\$ 48,046	\$ (10,256)	-21.35%	\$ 37,789	\$ 48,046	\$ (10,256)	-21.35%	⚠	\$ 344,389
Fees & Charges	\$ 379	\$ 138	\$ 242	175.76%	\$ 379	\$ 138	\$ 242	175.76%	✓	\$ 1,879
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ 550,000
Interest Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Income	\$ 106,184	\$ 48,183	\$ 58,001	120.38%	\$ 106,184	\$ 48,183	\$ 58,001	120.38%		\$ 24,927,287
Employee Costs	\$ 115,496	\$ 125,468	\$ (9,972)	-7.95%	\$ 115,496	\$ 125,468	\$ (9,972)	-7.95%	✓	\$ 1,695,953
Materials & Services	\$ 569,773	\$ 1,886,280	\$ (1,316,507)	-69.79%	\$ 569,773	\$ 1,886,280	\$ (1,316,507)	-69.79%	✗	\$ 23,619,052
Depreciation	\$ 152,365	\$ 152,370	\$ (5)	0.00%	\$ 152,365	\$ 152,370	\$ (5)	0.00%	✓	\$ 1,828,437
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Expenditure	\$ 837,634	\$ 2,164,118	\$ (1,326,484)	-61.29%	\$ 837,634	\$ 2,164,118	\$ (1,326,484)	-61.29%		\$ 27,143,442
Net Surplus/(Deficit)	\$ (731,450)	\$ (2,115,935)	\$ 1,384,485	-65.43%	\$ (731,450)	\$ (2,115,935)	\$ 1,384,485	-65.43%		\$ (2,216,155)
Profit/Loss on Sale of Assets	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Grants & Subsidies	\$ 718,182	\$ -	\$ 718,182	100.00%	\$ 718,182	\$ -	\$ 718,182	100.00%	⚠	\$ 3,902,620
Capital Expenses	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -



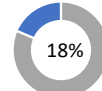
Croydon Shire Council Capital Actual Vs Budget FY 2026-2027

July

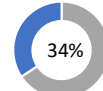
Overall Progress



FY27
Budget
Spent



Total
Project
Budget
Spent



Capital
Revenue
Actual v.
Budget



	Project No.	Project Name	Project Status	FY27 Budget	YTD Actual Expenditure	YTD Commitments	Total YTD Exp + Comm.	Progress Against FY27 Budget	Carryover Expenditure	Total Project Cost to Date	Total Project Budget	Progress Against Total Project Budget	Comments
BUILDINGS & STRUCTURES	26-41	Painting - All Council Buildings	In progress	95,500	-	-	-	0%	4,500	4,500	100,000	5%	
BUILDINGS & STRUCTURES	26-72	Site Improvements x 9 Council Housing (Yard Levelling, rock removal and drainage)	In progress	149,000	-	50,000	50,000	34%	10,900	60,900	159,900	38%	
BUILDINGS & STRUCTURES	26-24	Doris Casey Hall - Footpath, Wheelchair access	In progress	50,000	-	-	-	0%	-	-	50,000	0%	
BUILDINGS & STRUCTURES	26-17	Employee Housing - Capital Works	In progress	65,657	-	-	-	0%	132,772	132,772	198,429	67%	
BUILDINGS & STRUCTURES	26-73	Replacement Fencing x 2 Council Houses	In progress	-	-	-	-	0%	-	-	-	0%	
BUILDINGS & STRUCTURES	27-7	Racecourse Rest	Not started	130,000	-	-	-	0%	-	-	130,000	0%	
BUILDINGS & STRUCTURES	27-8	Building Plans	In progress	60,000	-	52,860	52,860	88%	-	52,860	60,000	88%	
BUILDINGS & STRUCTURES	27-9	Daycare Bathroom	Not started	24,100	-	-	-	0%	-	-	24,100	0%	
BUILDINGS & STRUCTURES	27-10	Diehms lookout	Not started	47,500	-	-	-	0%	-	-	47,500	0%	
BUILDINGS & STRUCTURES	27-11	Asset Management Plans	Not started	165,000	-	-	-	0%	-	-	165,000	0%	
BUILDINGS & STRUCTURES	27-12	Fencing - Admin office	In progress	30,000	3,633	-	3,633	12%	-	3,633	30,000	12%	
BUILDINGS & STRUCTURES	27-13	Vehicle and Fuel Pod Shelters	Not started	25,000	-	-	-	0%	-	-	25,000	0%	
BUILDINGS & STRUCTURES	27-14	2 x 2 bedroom Duplex	Not started	2,431,272	-	-	-	0%	-	-	2,431,272	0%	
BUILDINGS & STRUCTURES	27-15	Contractors Camp	Not started	150,000	-	-	-	0%	-	-	150,000	0%	
BUILDINGS & STRUCTURES	26-49	Chidcare - Upgrade Play equipment	In progress	-	1,204	51,117	52,321	0%	813	53,133	60,000	89%	Additional rolled over project from FY26
OTHER	26-42	Pump Track/Splash Park - Install New Picnic Area With Electric BBQ	In progress	70,000	-	-	-	0%	-	-	70,000	0%	
OTHER	26-37	Lake Belmore - Construct New Shed & Fishing Area On Eastern Side	In progress	150,000	-	-	-	0%	-	-	150,000	0%	
OTHER	26-37	Lake Belmore - Install Electric BBQ At Existing Lower Shed	In progress	40,000	-	-	-	0%	-	-	40,000	0%	
OTHER	26-37	Lake Belmore - Repairs to Buildings & Rec Area	In progress	35,000	-	-	-	0%	3,822	3,822	38,822	10%	Additional budget to be rolled over
OTHER	26-18	Landscaping works to splash park and pump track	In progress	37,273	-	152,727	152,727	410%	40,000	192,727	267,273	72%	
OTHER	26-21	Feature Lighting to Key Assets	In progress	152,414	-	10,527	10,527	7%	37,059	47,586	189,473	25%	
OTHER	26-22	Septic Tank Upgrade to Key Facilities	In progress	95,024	-	-	-	0%	4,976	4,976	100,000	5%	
OTHER	26-27	Council LED sign	In progress	130,000	-	-	-	0%	-	-	130,000	0%	
OTHER	26-38	Cemetery Works - Replace Fencing and Grade Road	In progress	244,000	-	-	-	0%	-	-	244,000	0%	
OTHER	26-20	Extra Cemetery Fencing	In progress	100,000	-	-	-	0%	-	-	100,000	0%	
OTHER	26-51	Entrance Gardens	In progress	30,000	-	-	-	0%	65,953	65,953	125,562	53%	
OTHER	26-70	Rodeo Stage, Lighting & Electrical upgrades Rodeo Grounds	In progress	20,000	-	-	-	0%	-	-	20,000	0%	
OTHER	26-26	Mountain Bike Trails	In progress	60,000	-	-	-	0%	177,936	177,936	237,936	75%	
OTHER	26-43	Lake Belmore - Playground Replacement	In progress	250,000	-	152,320	152,320	61%	341	152,661	250,000	61%	
OTHER	27-19	IT upgrades 2026/27	In progress	25,000	-	-	-	0%	-	-	25,000	0%	
OTHER	27-20	Phone System Upgrade	Not started	20,000	-	-	-	0%	-	-	20,000	0%	
OTHER	27-21	Cemetery Management	Not started	92,500	-	-	-	0%	-	-	92,500	0%	
OTHER	27-22	Carpet Visitor Info Centre and Council Admin	Not started	145,000	-	-	-	0%	-	-	145,000	0%	
OTHER	27-23	Bike Trail Signage	Not started	47,000	-	-	-	0%	-	-	47,000	0%	
OTHER	27-24	Public Pool pumps and pipes replacement	In progress	155,250	-	135,000	135,000	87%	-	135,000	155,250	87%	
OTHER	27-25	ERP/Finance System	Not started	400,000	-	-	-	0%	-	-	400,000	0%	
OTHER	27-28	Contingency to support grant applications	Not started	150,000	-	-	-	0%	-	-	150,000	0%	
PLANT & EQUIPMENT	26-14	Replacement Of - Truck UD Nissan GW470 #531	In progress	315,000	-	275,000	275,000	87%	-	275,000	315,000	87%	
PLANT & EQUIPMENT	26-C/F	Replacement Of - Nissan UD Truck # 532	In progress	315,000	-	284,773	284,773	90%	-	284,773	315,000	90%	
PLANT & EQUIPMENT	26-30	Enterprise Suite Software	In progress	100,000	-	-	-	0%	-	-	100,000	0%	
PLANT & EQUIPMENT	27-16	Vermeer Vacuum Truck	In progress	315,000	-	274,990	274,990	87%	-	274,990	315,000	87%	
PLANT & EQUIPMENT	27-17	Back up Generator Childcare	Not started	49,500	-	-	-	0%	-	-	49,500	0%	
PLANT & EQUIPMENT	27-18	Back up Generator Library	Not started	49,500	-	-	-	0%	-	-	49,500	0%	



Croydon Shire Council Capital Actual Vs Budget FY 2026-2027

July

Overall Progress

Not Started In Progress Completed



FY27
Budget
Spent



Total
Project
Budget
Spent



Capital
Revenue
Actual v.
Budget



	Project No.	Project Name	Project Status	FY27 Budget	YTD Actual Expenditure	YTD Commitments	Total YTD Exp + Comm.	Progress Against FY27 Budget	Carryover Expenditure	Total Project Cost to Date	Total Project Budget	Progress Against Total Project Budget	Comments
ROADS INFRASTRUCTURE	26-6	Stormwater Improvements	In progress	250,000	-	-	-	0%	-	-	250,000	0%	
ROADS INFRASTRUCTURE	26-4	Line Marking Town Streets	In progress	100,000	-	-	-	0%	-	-	100,000	0%	
ROADS INFRASTRUCTURE	26-1	Richmond Road - Upgrade & Seal	In progress	1,218,263	233,651	-	233,651	0%	615,029	848,679	1,222,975	50%	
ROADS INFRASTRUCTURE	26-40	Sandstone Kerbing Extension	In progress	400,000	-	-	-	0%	-	-	400,000	0%	
ROADS INFRASTRUCTURE	26-57	Aerodrome - Lighting Upgrade	In progress	-	-	5,834	5,834	0%	-	5,834	-	0%	Additional budget to be rolled over
ROADS INFRASTRUCTURE	26-57	Aerodrome - Reseal	In progress	496,042	-	591,585	591,585	119%	290,286	881,871	786,328	112%	
ROADS INFRASTRUCTURE	26-56	Claraville Road from Rodeo Grds Grid to Cemetary Creek inc Floodway Upgrade	In progress	210,020	-	-	-	0%	-	-	210,020	0%	
ROADS INFRASTRUCTURE	27-1	Road safety design	Not started	95,000	-	-	-	0%	-	-	95,000	0%	
ROADS INFRASTRUCTURE	27-2	Richmond Road Sealing Works	In progress	3,902,620	-	42,408	42,408	1%	-	42,408	3,902,620	1%	
ROADS INFRASTRUCTURE	27-3	Road signs	Not started	30,000	-	-	-	0%	-	-	30,000	0%	
ROADS INFRASTRUCTURE	27-4	Flood Cameras	Not started	35,000	-	-	-	0%	-	-	35,000	0%	
ROADS INFRASTRUCTURE	26-2, 3, 8	Resealing of Town Streets	In progress	-	-	6,654	6,654	0%	505,985	512,639	610,000	83%	Additional rolled over project from FY26
ROADS INFRASTRUCTURE	26-55	Richmond Road - Culvert Upgrade	In progress	-	-	-	-	0%	128,405	128,405	136,132	94%	Additional rolled over project from FY26
WATER INFRASTRUCTURE	27-5	Regulatory compliance upgrades	In progress	250,000	-	7,964	7,964	3%	-	7,964	250,000	3%	
WATER INFRASTRUCTURE	27-6	Toilet at Splashpark	Not started	20,000	-	-	-	0%	-	-	20,000	0%	
WATER INFRASTRUCTURE	26-59	New Water Mains Installation	In progress	-	-	155,440	155,440	0%	1,045,833	1,201,273	1,201,187	100%	Additional rolled over project from FY26
WATER INFRASTRUCTURE	26-7	Upgraded SCADA Control System and PLC	In progress	-	-	45,500	45,500	0%	19,500	65,000	85,000	76%	Additional rolled over project from FY26
WATER INFRASTRUCTURE	26-10	Sprinkler Reticulation to Parks from Water to Parks Project	In progress	-	-	56,679	56,679	0%	336,771	393,450	397,830	99%	Additional rolled over project from FY26

Overview of the New Monthly Financial Report

The new Monthly Financial Report provides councillors with a clearer overview of Council's financial performance, financial position and capital works program.

Compared with the previous format, the new report brings together detailed financial information, summary dashboards, charts and traffic-light indicators. This presentation makes key results, trends and variances easier to identify.

The new format is intended to:

- provide a concise summary before presenting the detailed financial information;
- make it easier to compare actual results with the adopted budget;
- highlight significant results and areas requiring further attention;
- show financial trends over the course of the year;
- provide clearer reporting by directorate; and
- improve oversight of the progress and financial status of capital projects.

The report does not replace the detailed financial information previously provided. It presents that information in a more structured format to assist councillors in reviewing the monthly results.

1. Operating Performance Dashboard

The first page gives a high-level visual summary of Council's operating performance.

It shows:

- actual operating income and expenditure compared with budget;
- the main categories of income and expenditure;
- financial results by directorate; and
- trends in income and expenditure over the financial year.

Councillors can use this page to identify the main financial results before reviewing the supporting detail.

2. Financial Position

The financial position section summarises Council's overall position at the end of the reporting period.

It summarises:

- Current assets: Short-term resources, such as cash and amounts owed to Council.
- Non-current assets: Longer-term assets, including land, buildings, infrastructure, plant and equipment.
- Current liabilities: Amounts Council expects to pay or settle in the short term.
- Non-current liabilities: Council's longer-term obligations.

- Equity: Council's net asset position after deducting liabilities from assets.

Charts are included to show the balance and movement of key financial items, including cash, receivables and payables.

3. Cash Analysis

The cash analysis explains how Council's cash and investments are allocated. Although Council may hold significant cash balances, some funds are committed or required for specific purposes. The analysis recognises matters such as unspent grants, employee leave, restoration obligations and normal working-capital needs. The resulting net cash surplus indicates the cash not currently identified as being required for those purposes.

4. Investments

The investment table summarises Council's invested funds.

It shows:

- where the funds are invested;
- the amount invested;
- the applicable interest rate; and
- interest earned.

Councillors can use this information to monitor Council's management of available cash and investment returns.

5. Whole-of-Council Operating Statement

The Whole-of-Council Operating Statement contains the detailed information that supports the Operating Performance Dashboard.

It groups Council's income into categories such as rates and charges, grants, fees, interest, rent and recoverable works. Expenditure is grouped into employee costs, materials and services, depreciation and finance costs.

The statement also shows Council's overall operating surplus or deficit.

Management comments provide further explanation of significant results or variances. The comments may address matters such as:

- timing differences;
- income received earlier or later than expected;
- delays in programs or projects;
- unusual transactions; and
- actions being taken by management.

This commentary provides context for the reported results and variances.

6. Actual, Budget and Variance Information

The operating statements compare Council's actual financial results with the adopted budget.

The main columns are:

- Actual: Income or expenditure recorded in Council's financial system.
- Budget: The amount expected for the reporting period.
- Dollar variance: The difference between the actual and budget amounts.
- Percentage variance: The difference expressed as a percentage of budget.
- Year to date: The cumulative result from the beginning of the financial year.
- Full-year budget: The total adopted budget for the financial year.

A variance shows that actual activity differs from what was budgeted. It does not necessarily indicate a problem, as the difference may relate to timing or normal changes in operational activity.

7. Traffic-Light Indicators

Traffic-light indicators draw attention to significant differences between year-to-date actual and budgeted results. They consider factors such as amounts over or under budget by 10%, variances greater than \$100,000 and underspends of more than 20%.

The symbols indicate the following:

- Green tick – line item is on track at this time.
- Yellow exclamation mark – line item to be monitored.
- Red cross – line item outside of parameters and requiring further review.

The indicators provide a quick visual guide to items that may require further explanation or review. They should be read together with the management comments and the circumstances causing the variance.

8. Directorate Operating Statements

A separate operating statement is provided for each directorate.

These statements show:

- income managed by the directorate;
- expenditure incurred in delivering its services;
- actual performance compared with budget; and
- the directorate's contribution to Council's overall financial result.

Councillors can use these statements to see where the results and variances reported at the whole-of-Council level have arisen.

9. Capital Works Dashboard

The Capital Works Dashboard provides a summary of Council's overall capital program.

It shows:

- the number of projects not started, in progress or completed;
- the total capital budget;
- actual expenditure;
- amounts already committed;
- capital grant revenue;
- overall progress against budget;
- expenditure carried forward from previous years; and
- relevant management comments.

For projects extending over more than one financial year, the register shows both current-year activity and overall progress. This gives councillors a fuller view of each project's financial position and delivery status.



Complaints Management and Investigations Statutory Policy

Number

Document Control

Responsible Officer:

Chief Executive Officer

CEO Signature:

Date:

Category (tick):

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

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

1. Policy Statement

- 1.1 This is a Statutory Policy of Croydon Shire Council, approved by Council resolution.
- 1.2 This policy sets out Council's position, commitment and overarching framework for the fair, prompt, and accountable management of complaints made to Council, including complaints about Councillors, corrupt conduct, the Chief Executive Officer, administrative action, competitive neutrality, privacy, and public interest disclosures.
- 1.3 As this is a Statutory Policy, it operates as a combined policy and procedure.

2. Scope

- 2.1 This policy applies to all Elected Members, employees, contractors, volunteers, consultants and agents (together "Personnel") of Council.
- 2.2 This policy applies to complaints received by Council from members of the public, businesses, community organisations, and any other person directly affected by Council's actions or decisions.
- 2.3 The following matters are outside the scope of this policy and are managed under separate processes:
 - a) requests for service that are not complaints about Council's administrative actions;
 - b) requests for information or general enquiries;
 - c) appeals or objections for which a specific statutory process exists (such as development application appeals or rating objections);
 - d) employment grievances by Council employees, which are managed under Council's Human Resources framework; and
 - e) matters already under investigation by an external authority, including the Crime and Corruption Commission, the Queensland Ombudsman, the Office of the Information Commissioner, or a court or tribunal.

3. Background

- 3.1 This Policy sets out how Council receives, manages, and resolves complaints, and the process that applies to each type of complaint, including complaints about Councillors, corrupt conduct, the Chief Executive Officer, administrative action, competitive neutrality, privacy, and public interest disclosures.
- 3.2 Council is required by law to have processes in place for managing administrative action complaints and competitive neutrality complaints under the *Local Government Act 2009* (Qld). A clear and consistent complaints process supports good administration, helps Council identify and correct mistakes, and maintains community confidence in Council's decisions and services. This Policy provides that framework and the procedural detail necessary to meet Council's legislative obligations.

4. Legislation

4.1 The following legislation and rulings apply to this Policy:

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Crime and Corruption Act 2001 (Qld)*
- *Human Rights Act 2019 (Qld)*
- *Information Privacy Act 2009 (Qld)*
- *Ombudsman Act 2001 (Qld)*
- *Public Interest Disclosure Act 2010 (Qld)*
- *Public Records Act 2023 (Qld)*
- *Public Sector Ethics Act 1994 (Qld)*
- *Queensland Competition Authority Act 1997 (Qld)*

5. Definitions

Term	Definition
Administrative Action Complaint (AAC)	A complaint about an administrative action of Council made by an affected person, as defined in section 268 of the <i>Local Government Act 2009 (Qld)</i>. Administrative action includes a decision, a failure to make a decision, an act, or a failure to do an act. Generally, an AAC concerns a Council action that is contrary to a policy, procedure, or local law endorsed by Council. In the absence of a specific policy or local law, complaints about unfair administrative actions may also constitute an AAC (where the action is not illegal).
Affected Person	A person who is apparently directly affected by the administrative action the subject of a complaint.
Complaint	An expression of dissatisfaction about a decision, action, omission, service, conduct, policy, procedure or practice of Council, its Elected Members, employees, contractors or agents, where a response or resolution is explicitly or implicitly expected. A complaint does not include a request for service, a request for information, a general enquiry, or an appeal or objection that is subject to a separate statutory process.
Complainant	A person who lodges a complaint and who is directly affected by the action or inaction complained of.
Competition Authority	The Queensland Competition Authority (QCA), established under the <i>Queensland Competition Authority Act 1997 (Qld)</i>, being the competition authority for the purposes of the <i>Local Government Regulation 2012 (Qld)</i>.

Term	Definition
Competitive Neutrality Complaint	A complaint, made by an affected person, that relates to the failure of Council to conduct a business activity in accordance with the competitive neutrality principle, as defined in the <i>Local Government Act 2009 (Qld)</i> .
Complaints Officer	An officer of Council nominated by the Chief Executive Officer to receive, assess, and manage complaints under this policy.
Council	Croydon Shire Council.
Crime and Corruption Commission (CCC)	The Commission continued in existence under the <i>Crime and Corruption Act 2001 (Qld)</i> (the CC Act). The CCC receives and investigates matters involving corrupt conduct by public sector officials.
Corrupt Conduct	Conduct as defined in section 15 in the Crime and Corruption Act 2001 (Qld).
Frivolous, Trivial or Vexatious Complaint	A complaint which, at the discretion of the Complaints Officer, is minor, without merit, mischievous, or without sufficient grounds and therefore does not warrant investigation.
General Enquiry	A request for clarification, advice, or information about Council services, policies, or procedures. A general enquiry is not a complaint.
Internal Review	A review of a complaint or decision conducted by an authorised Complaints Officer, independent of the original decision-maker, as determined by the Chief Executive Officer.
Office of the Independent Assessor (OIA)	The Office of the Independent Assessor, established under the <i>Local Government Act 2009 (Qld)</i> . The OIA assesses and investigates complaints about the conduct of Elected Members.
Office of the Information Commissioner (OIC)	The Office of the Information Commissioner, established under the <i>Right to Information Act 2009 (Qld)</i> . The OIC provides external review of privacy complaints under the <i>Information Privacy Act 2009 (Qld)</i> and right to information matters.
Personnel	All Elected Members, employees, contractors, volunteers, consultants and agents of Council.
Public Interest Disclosure	A disclosure made under the <i>Public Interest Disclosure Act 2010 (Qld)</i> about wrongdoing, maladministration, or a substantial and specific danger to public health, safety, or the environment.
Request for Service	A request for Council to take action in relation to a service or product provided by Council. A request for service is not a

Term	Definition
	complaint, although a failure by Council to act on a request for service may constitute an administrative action complaint.
Significant Business Activity	A business activity of Council that is conducted in competition, or potential competition, with the private sector and meets the threshold prescribed under the <i>Local Government Regulation 2012</i> (Qld).
Unreasonable Complainant Conduct	Conduct as described in the <i>Managing Unreasonable Complainant Conduct</i> practice manual published by the Queensland Ombudsman, including behaviour by vexatious or unusually persistent complainants that unreasonably affects Council's ability to manage complaints or places a disproportionate burden on Council resources.

6. Roles and Responsibilities

Role	Responsibilities
All Personnel	• Read, understand, and comply with this policy. • Immediately refer any complaint received to the Complaints Officer. • Cooperate fully with any complaint investigation conducted under this policy. • Comply with recordkeeping obligations. • Report any actual or suspected non-compliance to their supervisor or the Complaints Officer.
Manager	• Identify and escalate complaints or potential complaints within their area of responsibility. • Assist the Complaints Officer in the investigation and resolution of complaints. • Implement improvement actions arising from complaint outcomes within their area.
Complaints Officer	• Receive, register, and assess all complaints in accordance with this policy. • Manage complaints through the six-step complaints process. • Keep complainants informed of the progress and outcome of their complaint. • Refer complaints to external bodies where required by this policy or legislation. • Maintain the Complaints Register.

Role	Responsibilities
Responsible Manager (Chief Executive Officer)	• Has overall accountability for Council's compliance with the legislative requirements underpinning this policy. • Ensure sufficient resources are allocated to support effective complaint management. • Appoint Complaints Officers and authorise external investigations where appropriate. • Action recommendations arising from investigations. • Ensure annual reporting requirements regarding administrative action complaints are met. • Refer misconduct complaints to the Office of the Independent Assessor (OIA) and corrupt conduct complaints to the Crime and Corruption Commission (CCC) as required. • Maintain the Councillor Conduct Register in accordance with the <i>Local Government Act 2009</i> (Qld).

Policy

6.1 Council's Commitment

- a) Council is committed to dealing with all complaints fairly, promptly, and professionally, and to using complaints as an opportunity to improve its services, transparency, and accountability to the community.
- b) Council's complaints management process will comply with the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld), and will be consistent with Council's obligations under the *Human Rights Act 2019* (Qld).

6.2 Principles

Council's complaints management process is guided by the following principles:

- a) **Accessibility.** Complaints can be made easily through a range of channels, and Council assists people who need support to make a complaint.
- b) **Fairness and natural justice.** Complaints are dealt with impartially, each party is given a fair opportunity to be heard, and decisions are based on evidence.
- c) **Confidentiality and privacy.** Personal information is handled in accordance with the *Information Privacy Act 2009* (Qld), and a complainant's identity is disclosed only as necessary to deal with the complaint.
- d) **Timeliness.** Complaints are acknowledged and resolved as quickly as the circumstances allow, and complainants are kept informed of progress.
- e) **Accountability and transparency.** Decisions are recorded, reasons are given, and outcomes are made publicly available where required.
- f) **Protection from reprisal.** No person is to be disadvantaged or subjected to reprisal for making a complaint in good faith.

- g) **Continuous improvement.** Complaint data is used to identify trends and improve Council's services, policies, and procedures.

Procedure

6.3 Complaints may be lodged by the following means:

- a) in writing, by post addressed to Council's principal office;
- b) by email to Council's official complaints email address;
- c) via Council's online complaints form on Council's website; or
- d) in person at Council's principal office to the Delegated officer.

6.4 Competitive neutrality complaints must be submitted in writing in accordance with the *Local Government Regulation 2012* (Qld).

6.5 Anonymous complaints will be accepted by Council. Anonymity may limit Council's ability to obtain further information, make findings, or provide feedback to the complainant.

6.6 Council will apply the following six-step process to all complaints received under this policy:

Step 1 — Lodge: The complainant lodges a complaint by one of the channels set out in section 6.3. The Complaints Officer will acknowledge receipt of the complaint, in writing or by telephone according to the complainant's preference, within 10 business days of receipt.

Step 2 — Record: The Complaints Officer registers the complaint in Council's Complaints Register, assigns it to the applicable complaint stream under Parts 1 to 7 of this policy, and ensures a complaint file is opened in Council's records management system.

Step 3 — Initial Review: The Complaints Officer assesses the complaint and determines:

- a) whether it falls within the scope of this policy;
- b) which complaint stream (Parts 1–7) applies;
- c) whether it should be classified as a request for service, a general enquiry, or referred to a separate process;
- d) whether it is frivolous, trivial, or vexatious; and
- e) whether there is an actual or perceived conflict of interest that prevents the Complaints Officer from managing the complaint.

Step 4 — Initial Response: The Complaints Officer notifies the complainant (if not anonymous) of the outcome of the initial review, the complaint stream that applies, and the indicative timeframe for resolution, within 20 business days of receipt of the complaint.

Step 5 — Investigate: Where investigation is required, the Complaints Officer determines whether the complaint should be investigated internally or by an appointed external third party. Part 8 of this policy governs the investigations process.

Step 6 — Recommend and Report: The Complaints Officer provides a recommendation to the Chief Executive Officer. Possible outcomes include but are not limited to:

- a) acknowledgement, apology, or explanation;
- b) change of decision or action;
- c) amendment of policy, procedure, or practice;

- d) provision of a service, refund, or waiver;
- e) further training, counselling, or disciplinary action for Personnel;
- f) referral to an external authority; or
- g) no further action, with reasons.

Part 1: Councillor Conduct Complaints

- 6.7 Complaints about the conduct or performance of Elected Members are managed in accordance with the *Local Government Act 2009* (Qld). The six-step process in section 6.6 applies to this complaint stream, subject to the specific requirements set out in this Part.
- 6.7.1 The Complaints Officer must assess whether the alleged conduct is inconsistent with the standards of behaviour and obligations required of Councillors under the Code of Conduct for Councillors in Queensland and the *Local Government Act 2009* (Qld), and the category into which the conduct falls under that Act.
- 6.7.2 Where the conduct is of a kind that the *Local Government Act 2009* (Qld) provides may be dealt with by Council, the matter may be dealt with internally by the Chief Executive Officer in accordance with that Act.
- 6.7.3 Where the conduct is of a kind that must be referred to the Office of the Independent Assessor (OIA) under the *Local Government Act 2009* (Qld), the Chief Executive Officer must refer the complaint to the OIA. The OIA will assess the complaint and may investigate, dismiss the matter, or refer it to the Councillor Conduct Tribunal.
- 6.7.4 Where the conduct involves, or may involve, corrupt conduct, the Chief Executive Officer must refer the complaint to the Crime and Corruption Commission (CCC) in accordance with the *Crime and Corruption Act 2001* (Qld).
- 6.7.5 Where any Council officer becomes aware of circumstances that may give rise to a complaint requiring referral to the OIA or CCC in relation to the conduct of an Elected Member - whether or not a formal complaint has been received - timely notification to the Chief Executive Officer for that referral is mandatory.
- 6.7.6 Where the OIA or CCC refers a matter back to Council for handling, the six-step complaints process set out in this Procedure applies.
- 6.7.7 The Chief Executive Officer must maintain a Councillor Conduct Register in accordance with the *Local Government Act 2009* (Qld). Unless the complaint was assessed as a Public Interest Disclosure, the public must have access to the outcome of each complaint, including any action taken.
- 6.7.8 Council will not be obliged to accept or investigate a complaint against a former Elected Member, other than a complaint alleging corrupt conduct.

Part 2: Corrupt Conduct Complaints

- 6.8 Corrupt conduct is conduct as defined in the *Crime and Corruption Act 2001* (Qld).
- 6.8.1 Where a complaint or information received by Council involves or may involve corrupt conduct by an Elected Member, employee, contractor, or agent, the Chief Executive Officer must refer the matter to the CCC as soon as practicable.
- 6.8.2 Council will cooperate fully with any investigation conducted by the CCC and will not take any action that may prejudice the CCC's investigation.
- 6.8.3 Where the CCC refers an allegation back to Council for action, Council will deal with the matter in accordance with Council's Fraud and Corruption Control Plan and any direction given by the CCC.

- 6.8.4 The handling of corrupt conduct complaints is governed in further detail by Council's Fraud and Corruption Control Plan which are to be read alongside this policy.

Part 3: Complaints About the Public Official

- 6.9 The Chief Executive Officer is the public official of Council for the purposes of the *Crime and Corruption Act 2001* (Qld). Under that Act, a public official who reasonably suspects that a complaint, or information or matter, involves or may involve corrupt conduct must notify the Crime and Corruption Commission (CCC).
- 6.9.1 Section 48A of the *Crime and Corruption Act 2001* (Qld) requires Council to have a policy about how it will deal with a complaint that involves, or may involve, corrupt conduct of the Chief Executive Officer. Because such a complaint cannot appropriately be dealt with by the Chief Executive Officer, this Part sets out how Council will deal with it and nominates the persons responsible.
- 6.9.2 Having regard to the *Crime and Corruption Act 2001* (Qld), the Mayor shall be the nominated person to notify the CCC of a complaint that involves, or may involve, corrupt conduct of the Chief Executive Officer, and to deal with the complaint under that Act.
- 6.9.3 Where there is more than one nominated person:
- a) the nominated persons will, with or without consulting the CCC or the Mayor, decide who will be the nominated person for a particular complaint; and
 - b) the nominated person for that complaint will inform the CCC and the Mayor that they are the nominated person for that complaint.
- 6.9.4 Once Council nominates a person under this Part, the *Crime and Corruption Act 2001* (Qld) applies as if a reference to the Chief Executive Officer notifying or dealing with the complaint is a reference to the nominated person.
- 6.9.5 A complaint that may involve corrupt conduct of the Chief Executive Officer may be reported to the nominated person, or to a person to whom there is an obligation to report under an Act. If there is any uncertainty about whether a complaint should be reported, it should be reported to the nominated person.

- 6.9.6 If the nominated person reasonably suspects that the complaint may involve corrupt conduct of the Chief Executive Officer, the nominated person must notify the CCC of the complaint, and must deal with the complaint subject to the CCC's monitoring role, including where the CCC refers the complaint back to the nominated person to deal with.
- 6.9.7 If the Chief Executive Officer receives a complaint and reasonably suspects that it may involve corrupt conduct on their part, the Chief Executive Officer must report the complaint to the nominated person as soon as practicable (and may also notify the CCC), and must take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.
- 6.9.8 Where the nominated person has responsibility to deal with the complaint, Council will ensure sufficient resources are available to enable the nominated person to deal with it appropriately. For that purpose, the nominated person is delegated the same authority, functions and powers as the Chief Executive Officer to direct and control Council employees, and to enter into contracts on behalf of Council, for the purpose of dealing with that complaint only. This does not extend to any authority, function or power that cannot lawfully be delegated.
- 6.9.9 If the nominated person decides that a complaint about alleged corrupt conduct of the Chief Executive Officer is not required to be notified to the CCC under the *Crime and Corruption Act 2001* (Qld), the nominated person must make a record of that decision in accordance with that Act.
- 6.9.10 The Chief Executive Officer will keep the CCC and the nominated persons informed of their contact details and of any proposed changes to this Part, and will consult the CCC when preparing or amending any policy about how Council will deal with a complaint that involves, or may involve, corrupt conduct of the Chief Executive Officer.

Part 4: Administrative Action Complaints

- 6.10 An administrative action complaint (AAC) is a complaint about an administrative action of Council made by an affected person, as defined in section 268 of the *Local Government Act 2009* (Qld). Administrative action includes:
- a) a decision, or a failure to make a decision;
 - b) an act, or a failure to do an act;
 - c) the formulation of a proposal or intention; and
 - d) the making of a recommendation.
- 6.10.1 To be an AAC, the complainant must be an affected person — that is, a person who is apparently directly affected by the administrative action the subject of the complaint.
- 6.10.2 In addition to the six-step process in section 6.6, Council will manage administrative action complaints through the following three-tier review framework, consistent with the Queensland Ombudsman's methodology and AS 10002:2022 (Guidelines for complaint management in organisations):
- a) **Tier 1** — Initial Handling and Early Resolution: The Complaints Officer investigates the complaint and attempts to resolve it at the initial stage. The complainant will be notified of the outcome within 20 business days of the complaint being registered. Most complaints should be resolved at this tier.
 - b) **Tier 2** — Internal Review: If the complainant is not satisfied with the Tier 1 outcome, they may request an internal review within 28 days of receiving the Tier 1 response. The internal review is conducted by a Complaints Officer who was not involved in the original decision. The outcome of the internal review will be provided to the complainant together with information about their external review rights.

- c) **Tier 3 — External Review:** If the complainant is not satisfied with the outcome of the internal review, they may refer the matter to the Queensland Ombudsman for external review. The Queensland Ombudsman's contact details will be provided to the complainant as part of Council's internal review response.

6.10.3 Council's annual report must include, in accordance with the *Local Government Regulation 2012* (Qld):

- a) a statement of Council's commitment to dealing fairly with administrative action complaints and competitive neutrality complaints;
- b) a statement of how Council has implemented its complaints management process, including an assessment of Council's performance in resolving complaints; and
- c) for each of administrative action complaints and competitive neutrality complaints: (i) the number of complaints made to Council during the financial year; (ii) the number resolved by Council during the financial year; (iii) the number not resolved by Council during the financial year; and (iv) of those not resolved, the number that were made in a previous financial year.

Part 5: Competitive Neutrality Complaints

6.11 Council is required to adopt a process for resolving competitive neutrality complaints under the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld).

6.11.1 A competitive neutrality complaint is a complaint that a Council business activity does not comply with the competitive neutrality principle. Under the competitive neutrality principle, Council must not receive a net competitive advantage over private sector competitors in conducting a business activity solely because it is a local government, as required by the *Local Government Act 2009* (Qld).

6.11.2 A competitive neutrality complaint must be made in writing to Council in accordance with the *Local Government Regulation 2012* (Qld). Following commencement of the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026* (Qld), a formal competitive neutrality complaint is dealt with through Council's administrative action complaints process in the first instance. The complaint is referred to the competition authority only where that process has not resolved the matter and the complainant remains dissatisfied with Council's decision, in accordance with that Regulation.

6.11.3 Council will apply the following early resolution process before a formal competitive neutrality complaint is lodged:

- a) where a person raises concerns about an alleged failure to comply with the competitive neutrality principle, the relevant Council officer will seek to clarify and resolve the matter informally;
- b) if the Council officer is unable to resolve the matter, the concern must be referred to the Chief Executive Officer; and
- a) the Chief Executive Officer will respond to the person in writing and, where appropriate, take steps to resolve the matter, within 20 business days of referral.

6.11.4 Where a person makes a formal competitive neutrality complaint to Council, the complaint is managed through Council's administrative action complaints process in accordance with Part 4 of this policy and the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026* (Qld). The Complaints Officer must assess, investigate and resolve the complaint in accordance with the three-tier review framework in Part 4, applying the principles of fairness, transparency and timeliness.

- 6.11.5 Where a complainant notifies Council that they are not satisfied with Council's decision on the complaint, Council must, as soon as practicable, give the competition authority (the QCA) the following in accordance with the *Local Government Regulation 2012* (Qld):
- a) the complaint;
 - b) Council's decision and the reasons for it; and
 - c) information obtained from any investigation of the complaint. A complainant who is not satisfied with Council's decision may also seek external review through the Queensland Ombudsman. Where a complainant lodges a competitive neutrality complaint directly with the QCA, Council will cooperate fully with the QCA's investigation and provide all reasonable assistance.
- 6.11.6 Where the competition authority provides a report to Council about a competitive neutrality complaint investigation:
- a) Council will make a copy of the report available as soon as practicable for public inspection at Council's principal office and customer service centres; and
 - b) Council must, by resolution, decide whether to implement the recommendations of the report within one month of receipt, or if Council does not ordinarily meet within that month, at the first meeting of Council after that month, in accordance with the *Local Government Regulation 2012* (Qld). The resolution must state the reasons for the decision. Within 7 days of making the resolution, Council must give notice of the resolution to: (i) the complainant; (ii) the competition authority; and (iii) where a corporatised business entity is conducting the business activity — that entity.
- 6.11.7 Council will maintain a register of its significant business activities identifying:
- a) each business activity to which the competitive neutrality principle applies;
 - b) the date from which the competitive neutrality principle was applied; and
 - c) whether the principle has been applied by commercialisation or full cost pricing.

Part 6: Privacy Complaints

- 6.12 A person may make a privacy complaint to Council if they believe Council has not managed their personal information in accordance with the *Information Privacy Act 2009* (Qld).
- 6.12.1 The six-step process in section 6.6 applies to privacy complaints.
- 6.12.2 Council will deal with a privacy complaint as soon as practicable. A complainant must allow Council a minimum of 45 business days to deal with the complaint before referring it for external review, in accordance with the *Information Privacy Act 2009* (Qld).
- 6.12.3 If the complainant has given Council a minimum of 45 business days to deal with the complaint and is not satisfied with Council's response, the complainant may refer the privacy complaint to the Office of the Information Commissioner (OIC). The OIC provides a mediation service, and where mediation does not resolve the complaint, the complainant may ask for the matter to be referred to the Queensland Civil and Administrative Tribunal (QCAT).

Part 7: Public Interest Disclosures

- 6.13 Council receives and manages public interest disclosures in accordance with the *Public Interest Disclosure Act 2010* (Qld).

- 6.13.1 A public interest disclosure is a disclosure of information about:
- a) wrongdoing or maladministration by a public officer;
 - b) a substantial and specific danger to public health or safety; or
 - c) a substantial and specific danger to the environment.
- 6.13.2 The six-step complaints process in section 6 applies to public interest disclosures, subject to the specific protections and requirements of the *Public Interest Disclosure Act 2010* (Qld) and Council's Public Interest Disclosure Policy.
- 6.13.3 Council will protect persons who make public interest disclosures from reprisal. The identity of disclosers will be kept confidential to the greatest extent permitted by law.
- 6.13.4 The handling of public interest disclosures is governed in detail by Council's Public Interest Disclosure Policy, which is to be read alongside this policy.

Part 8: Investigations

- 6.14 Where investigation is required under this policy, the Complaints Officer will determine:
- a) whether Council has sufficient resources and capability to investigate the complaint thoroughly;
 - b) whether the investigation should be conducted internally or referred to an appointed external third party; and
 - c) whether there is an actual or perceived conflict of interest that would prevent a Council officer from conducting the investigation impartially.
- 6.14.1 Where Council does not have sufficient resources, or a conflict of interest exists, the Complaints Officer must refer the complaint for external investigation by an appropriately qualified third party appointed by the Chief Executive Officer.
- 6.14.2 All investigations conducted under this policy must be carried out in accordance with the principles of natural justice and procedural fairness, including:
- a) the right of any person whose interests are adversely affected to be informed of the allegations against them;
 - b) the right to be given a reasonable opportunity to respond to allegations before any adverse finding is made;
 - c) the right to have the investigation conducted by an impartial investigator; and
 - d) the right to be informed of the outcome.
- 6.14.3 The investigator (whether internal or external) will provide a written report to the Chief Executive Officer on completion of the investigation. The report must include:
- a) a summary of the complaint and the investigation process;
 - b) findings of fact;
 - c) conclusions as to whether the complaint is substantiated, partially substantiated, or unsubstantiated; and
 - d) recommendations for action.
- 6.14.4 The Chief Executive Officer will action the recommendations and notify the complainant (if not anonymous) of the outcome in writing within 10 business days of receiving the investigation report.
- 6.14.5 Where an investigation reveals possible criminal conduct or fraud, the Chief Executive Officer must refer the matter to the CCC and/or the Queensland Police Service as appropriate.

7 Unreasonable Complainant Conduct

- 7.1 Council is committed to being accessible and responsive to all complainants. However, Council will take reasonable action to manage conduct that unreasonably affects its ability to manage complaints, consistent with the Queensland Ombudsman's Managing Unreasonable Complainant Conduct practice manual.
- 7.2 Unreasonable complainant conduct may include:
- a) unreasonably persistent contact about the same complaint after Council's complaints process has been completed;
 - b) abusive, threatening, or intimidatory behaviour directed at Council employees;
 - c) lodging multiple complaints about the same matter in different ways with the aim of circumventing Council's process; and
 - d) knowingly providing false or misleading information.
- 7.3 Where unreasonable complainant conduct is identified, the Complaints Officer may, after providing the complainant with an opportunity to modify their behaviour:
- a) place reasonable limits on the complainant's contact with Council;
 - b) decline to investigate the same complaint further;
 - c) require the complainant to communicate in a specific way (for example, in writing only); or
 - d) in serious cases, involve law enforcement agencies.
- 7.4 Any complainant subject to unreasonable conduct management will be notified in writing of the decision and their right to seek external review of the underlying complaint with the Queensland Ombudsman or other relevant external body.
- 7.5 Procedural fairness will be maintained at all times, including when managing unreasonable complainant conduct.

8 Recordkeeping

- 8.1 All records relating to complaints and investigations managed under this policy must be maintained in accordance with the *Public Records Act 2023* (Qld) and Council's records management requirements.
- 8.2 The Complaints Officer must maintain a Complaints Register that records, for each complaint:
- a) the date of receipt;
 - b) the complaint stream under Parts 1 to 7 of this policy;
 - c) the identity of the complainant, where known;
 - d) a summary of the complaint;
 - e) all actions taken in response to the complaint, including referrals to external bodies;
 - f) the outcome and any recommendations made and actions taken; and
 - g) the date of resolution.
- 8.3 A single complaint file must be maintained for each complaint to document all key decision-making records, correspondence, investigation materials, and outcomes in a single repository.
- 8.4 Records relating to complaints involving corrupt conduct, public interest disclosures, or Councillor misconduct must be managed with particular care to protect the identity of complainants and disclosers to the extent required by law.

9 Training and Awareness

- 9.1 All Personnel must receive training on this policy as part of induction and at least annually thereafter.
- 9.2 Training must cover:
- a) the purpose and requirements of this policy;
 - b) the obligations and responsibilities of Personnel;
 - c) how to identify complaint types and refer them to the Complaints Officer;
 - d) the principles of natural justice and procedural fairness; and
 - e) the consequences of a breach of this policy.
- 9.3 The Chief Executive Officer must ensure that Complaints Officers receive appropriate training in complaint management, investigation procedures, and the requirements of relevant legislation.

10 Human Rights Consideration

- 10.1 Council is a public entity under the *Human Rights Act 2019* (Qld) and must act and make decisions in a way that is compatible with human rights. This policy has been assessed for compatibility with the human rights protected under the *Human Rights Act 2019* (Qld). To the extent that this policy may limit human rights, those limitations are considered reasonable and demonstrably justifiable in accordance with the *Human Rights Act 2019* (Qld). This policy engages the following human rights:
- a) the right to recognition and equality before the law - the complaints process must be accessible to all persons without unlawful discrimination;
 - b) the right to privacy and reputation - personal information of complainants, respondents, and witnesses must be handled with confidentiality; and
 - c) the right to a fair hearing - persons who are the subject of a complaint are entitled to natural justice and procedural fairness throughout the investigation process.
- 10.2 Any limitation on these rights arising from this policy is reasonable and proportionate having regard to the legislative requirements governing complaint management and the public interest in accountability and transparency in local government.

11 Evaluation of Policy

- 11.1 The success of this policy will be measured by:
- a) compliance with legislative requirements for managing administrative action complaints, competitive neutrality complaints, and other complaint streams;
 - b) the proportion of complaints resolved at Tier 1 (initial handling) without requiring internal or external review;
 - c) timeliness of complaint acknowledgement and resolution against the timeframes specified in this policy;
 - d) the number of complaints escalated to external review and the outcomes of those reviews;
 - e) feedback from complainants about the fairness and accessibility of Council's complaints process; and
 - f) outcomes of any audits or reviews of Council's complaints management system.

12 Related Policies

12.1 This policy should be read in conjunction with:

- a) Employee Code of Conduct
- b) Councillor Code of Conduct
- c) Public Interest Disclosure Policy
- d) Fraud and Corruption Control Plan

13 Publication

13.1 This policy must be published on Council's website. The published version must be kept current and updated whenever a material amendment is made.

14 Policy Review

14.1 Council reserves the right to vary, replace, or terminate this policy from time to time in accordance with its Governance Framework Strategic Policy.

15 Breaches

15.1 Failure to comply with this policy may result in disciplinary action and may also result in decisions being reviewed, suspended, or set aside where required to address risk, probity, or legal compliance.

15.2 Suspected misconduct, fraud, improper influence, or serious probity concerns must be reported in accordance with Council's relevant reporting processes and applicable Code of Conduct.

16 Approval

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

Document Control

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Document History

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