



Croydon Shire Council

Agenda

Ordinary Meeting 28 August 2025



Croydon Shire Council

Agenda of Ordinary Meeting to be held at the Croydon Shire Council Chambers on 28 August 2025 commencing with rPPP Workshop 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 17 July 2025 be confirmed.
Refer Attachment Number 1.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

Recommendation

That the minutes of the Special Meeting held 14 August 2025 be confirmed.
Refer Attachment Number 2.

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: Nil

Author: Chief Executive Officer

Date: 17 August 2025

Items to note:

- Meetings held with TAC Chair, TAC Operations Manager, DPI and Andrew Kerr regarding gravel pits. Interim agreement entered into with 68 pits being reinstated. Accolades received from State Government and NWQROC for successfully negotiating new agreement. Greg Hoffman presented this at the WQAC conference in St George as logistics to get there made it unviable.
- Works on the houses complete. Ergon have been in town connecting new poles but cannot provide a time for connections. Inspections will be held on 2 September prior to handover.
- LDMG held 11 July
- Teams meeting with Lands Department regarding valuations increase – lobbied for none this year due to economic climate.
- Queensland Public Health Network meeting with stakeholders regarding specialist services, further visit (including specialist services) scheduled for first week of September.
- Northlane and local contractors meeting regarding roads program.
- rPPP planning and governance meetings continuing with community consultation, including draft plan, scheduled for week 27 October 2025.

Business Unit: Croydon WHS Performance Report

Reporting period: July 2025

Author: Terry Simons

General Update on WHS Management
<p>WHS Management WHS Management System</p> <p>WHS Policy reviews are currently being undertaken. Alcohol and other drugs policy approved by Council at the July Council meeting.</p> <p>The review of 2024-25 WHS Management System Plan was completed in June and the 2025/26 WHS Management Plan for 2025/26 was approved by the Leadership Team in early July.</p>

WHS Issues for Escalating

WHS policy reviews to be completed.

Review of the Contractor Management procedures.

RESOLUTION

That the Council update for July 2025 be confirmed.

Moved
Seconded

All in favour
Resolution No.

6.1.2 Croydon Caravan Park

Business Unit: Croydon Caravan Park

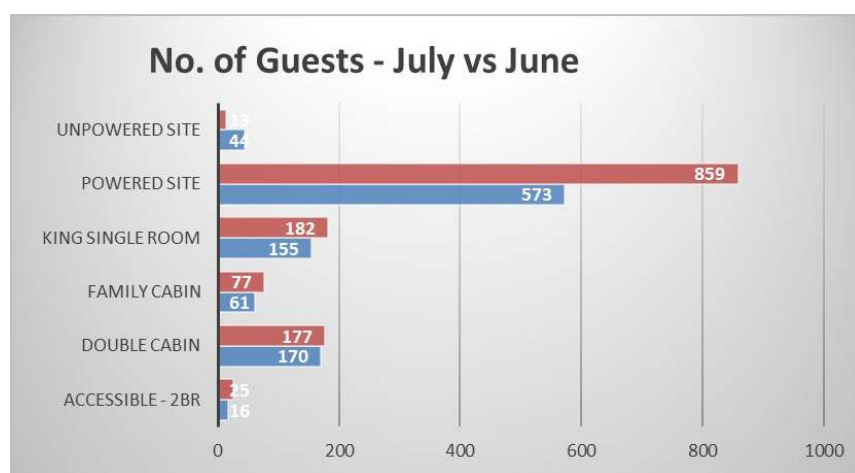
Reporting period: July 2025

Attachments: Nil

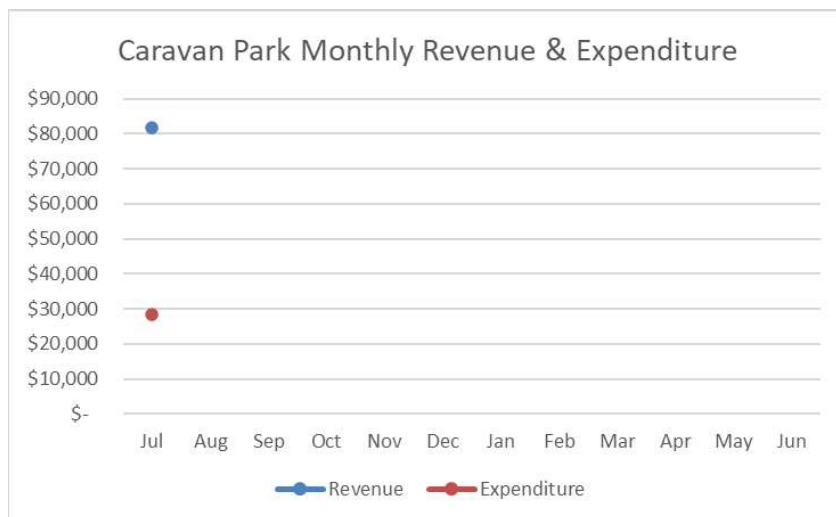
Author: Caravan Park Manager

Occupancy Statistical Data:

Number of Guests	June	July
Accessible - 2BR	16	25
Double Cabin	170	177
Family Cabin	61	77
King Single Room	155	182
Powered Site	573	859
Unpowered Site	44	13
Total	1019	1333



Note: Expenditure does not include rates and depreciation expenses.



Issues/Comments: July was good month with an increase in occupancy over the prior month particularly in powered sites resulting in improved revenue. The park continues to receive 5 Star social media (Wiki camps and Tripadvisor) reviews and positive word of mouth recommendations which has equated to overall increased occupancy.

RESOLUTION

That Council accepts the monthly Caravan Park report for the period ending 31 July 2025.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.1.3 Supply and Deliver Two (2) Trucks

Attachments: Nil.
Author: Jacqui Cresswell – Chief Executive Officer
Date: 05 August 2025

Executive Summary

Tenders were received from Daimler Trucks Aust, Iveco Trucks, Volvo Group and, Honeycombs.

Recommendation

To seek Council's approval to award the quotation for the supply and delivery of Two (2) Hino trucks to Honeycombs as the successful and recommended supplier following a competitive quotation process.

Honeycombs provided a compliant submission offering competitive pricing, favourable delivery timeframes, and strong after sales support. Honeycombs have visited Council Depot meeting with the workshop manager to go through specifications in person.

Background

Council invited quotation for the supply and delivery of One (1) Air Suspended Drop Side Tipper and One (1) Air suspended Tipper water cart IN accordance with its procurement policy and fleet replacement program. The trucks are intended to replace aging vehicles in Council's operational fleet to maintain reliability and service delivery Standards.

Consultation (internal/external)

Evaluations were done via Vendor panel with Procurement Officer and Workshop Manager.

Policy Implications

Nil

Legislative / Legal Implications

Nil

Risk Management Implications

Delays in delivery

Financial and Resource Implications

Budget allocation exceeds received quotes – budget savings.

RESOLUTION

That Council approves to award the quotation for the supply and delivery of Two (2) Hino trucks to Honeycombs as the successful and recommended supplier.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.1.4 Register of Delegations (Council to CEO)

Subject: Register of Delegations (Council to CEO)

Attachments: Nil. (Copy available at the Meeting)

Author: Chief Executive Officer

Date: August 2025

RESOLUTION

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

Executive Summary

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

For your convenience, changes since 2023 have been **tracked**.

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

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

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

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

This Delegations Register should be reviewed annually by Council.

Recommendation

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

Consultation (internal/external)

Chief Executive Officer and legal advisors.

Relationship to Corporate and Operational Plans

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

Policy Implications

Strengthening governance frameworks.

Legislative / Legal Implications

Compliance.

Risk Management Implications

Improves ability to manage risk.

Financial and Resource Implications

Nil.

RESOLUTION

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

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.1.5 Councillor Conference and Meeting Schedule 2025

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

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

6.2 Infrastructure Managers Report

6.2.1 Infrastructure Report

Business Unit: Infrastructure Department
Reporting Period: July 2025
Attachments: Nil
Author: George Coxhead – Technical Officer/Acting Director of Infrastructure

Main Roads

2024-2026 Road Maintenance Performance Contract (RMPC)

- Routine maintenance and regular inspections ongoing.

DRFA Works

- Successful in the invitation to tender for DRFA REPA works – TC Kirrily. Works expected to commence August/September.

Shire Roads

DRFA

- Northlane compiling work packages for REPA works for the 24/25 events.
- 22/23 program works nearing completion on Claraville Road.

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 – CH 157.97)

Shire Roads Upgrades

Nomination form for Country Roads Connect Program submitted to stabilise and seal approx. 15km of Richmond Road (two sections). This will see Richmond Road fully sealed from the Clara River to the Richmond boundary. Notification received unsuccessful.

Reseals

- Nil

Water and Town Infrastructure

Town crew for the month have completed:

- Maintenance of all parks and gardens.
- Preparation of facilities for hire/training.

Water

- All sampling has been completed with no issues.
- Minor water leaks were attended to promptly.

Plant

- Tracking devices have been installed into 28 works vehicles. Additional plant being fitted with trackers as they become available.

Tenders for release

- Tenders and request for quotes are being prepared for the new budget.

Proposed Works Scheduled

- Shire Roads DRFA works.
- Capital budget planning.

RESOLUTION

That Council accepts the Infrastructure Department information report as presented.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.3 Community, Tourism and Marketing Reports

6.3.1 Community, Tourism and Marketing Reports

Business Unit: Tourism and Marketing
Attachments: Nil.
Reporting period: July 2025
Author: Sonya Frost – Director Community, Tourism and Marketing

Tourist Numbers:	July 2025	July 2024
Total Tourists	2175	2291
Racecourse Rest Campers	460	464
Buses	426	395
Overseas travellers	36	70
Free Walking Tour	35	

Staffing:

- Our second new Tourism Officer has started at the VIC and has settled in well.
- Interviews in the coming weeks for both Gym Attendant and Library & Community Officer.

Bus/Gulflander

- Tourism Officer is going for his LR licence in August to be able to drive the bus for the Gulflander pick up and the Forever Golden Tours.

Library:

- Our Community Support Officer has settled in well in the library.
 - It was a shame we only got a few people at the morning tea to introduce her to the community.
- Director, Tourism & Marketing has now moved offices to the Library in our previous Manager Community Services old office.
- With two staff in this area the library has been able to stay open longer hours and most days.

Library Stats:

76 Visitors in July.

Library was closed half of July due to school holidays and casual Librarian not able to work.

Funerals:

- There have been no funerals in July.

Swimming Pool:

- Is due to re-open in Sept.

Gym:

- The gym is now open and operating.
- Current gym attendant will go back to the pool in September.
 - Looking at doing interview for another Gym attendant.
 - We are finding some people cannot work the hours we would like the gym open and therefore having to settle for what they can do with minimum. 3 hrs per shift.

- Stats for Gym since opening on 29 July 2025.
 - 13 people over 3 days.

Grants:

- Stronger Communities Grant was approved for 2 new public computers in library, 1 new computer for librarian plus 3 iPads for daycare.

Men's Mental Health Fishing Trip

- Has been booked for weekend of 18 October and taking bookings now.
- Currently we have 3 confirmed men booked on.

Upcoming Events:

- 12 & 14 August Science Week Activities in Library
- 17-23 August Book Week Activities in Library
- 28 August Gulf Kids Day at school – Gulf Savannah NRM
- 30 August Trash N Treasure plus Markets
- 31 August RADF Mosaic Workshop

July Events:

- NAIDOC – Tourism Officer, did the children's Bingo while Director Community Tourism & Marketing did the Sausage Sizzle.

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 2025

Attachments: Nil

Author: Cheyenne Freeman – Acting Childcare Director

Attendance figures/statistics:		
Long Day Care Non-Kindy Days	8 Children	(9 months – 4 years)
Long Day Care Kindy Days	11 Children	(9 months – 4 years)
After School Care	2 Children	(4 - 6 years)
Vacation Care	7 Children	(6 – 9 years)

Reporting period June	Number of children attending per day					Average per day
	Mon	Tues	Wed	Thurs	Fri	
30 th June – 4 th July	9	9	11	11	11	10
7 th July – 11 th July	7	6	7	12	RDO	8
14 th July – 18 th July	7	8	8	8	7	8
21 st July – 25 th July	6	9	8	12	RDO	9
28 th July – 01 st August	7	10	8	14	8	9

Major activities this reporting period

- Closed for lunches on the 9th July
- School Holidays began on the 30th June and finished on the 10th July
- Visit from NDIS on the 10th July to discuss how families can receive support from Occupation Therapist regarding children with developmental delays.
- Trainee Educator completed module HLTWHS001 on the 23rd July
- Acting Director has enrolled in Diploma Studies on the 25th July
- Diploma Qualified Educator finished her 8 weeks at the Centre, leaving on the 10th July
- Replacement Diploma Qualified Educator started 14th July & finishing on the 24th July
- Full-time Diploma Educator started on 28th July and works 8 days per/ fortnight
- Policies and Procedures have been updated
- We received a visit from Allied Health Services they have explained what services they have to offer to the community and how they can work together with families, educators and the NDIS regarding children's developmental delays
- Staff reviewing Child Safety Changes to the National Quality Framework that will come into effect from 1st of September – July 30th
- Sand has been replaced in the sandpit on 30th July

Activities/reporting scheduled

- Children engaged in NAIDOC Celebrations by participating in excursions to ANZAC park for NAIDOC art & Craft, Bingo, exhibitions, exploring markets and physical play
- Children engaged in a range of activities including building social skills, recognising numbers, engaging in cooking experiences, establishing relationships with new educators, and a range of outdoor explorations including gardening experiences, physical activities and sensory activities.
- First Five Forever Excursions to the park – children engaged in story time, art and craft activities and physical activities on the playground.

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 Manager's Reports

6.4.1 Finance Report

Subject: Finance Report

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

Author: Acting Director Corporate Services

Date: 18 August 2025

Executive Summary

The financial report as of 31 July 2025 which summarises the financial performance and financial position is presented to Council.

Recommendation

That Council receives the monthly financial report for the period ending 31 July 2025.

Financial Report:

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

Financial information provided in this report comprises of:

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

RESOLUTION

That Council accepts the monthly financial report for the period ending 31 July 2025

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.4.2 Corporate Services Report

Business Unit: Corporate Services
Reporting Period: July 2025 (18 August 2025)
Attachments: Nil
Author: Stephen Frost – Acting Director Corporate Services

Human Resources

New Starters July 2025	New Starters/Offers-August 2025 onwards
Director Community, Tourism & Marketing – 8 July Senior Finance Officer – 14 July Office Manager – 21 July Community Services Officer – 21 July Roller Operators X 2 – 1 July Roller Operator x 1 – 21 July Childcare Group leader/Educator – 28 July	Depot Manager – 18 Aug Tourism Officer – 4 Aug Parks and Gardens Leading Hand – 4 Aug

Resignations July 2025	Resignations August 2025
Handyman/Labourer – 4 July	Parks and Gardens – Casual 1 Aug

Current/Upcoming Vacancies	
Position	Notes
Finance/Admin Officer	Interviews week commencing 18 August
Caravan Park Managers	Closes -18 August
Library/Community Engagement Officer	Interviews week commencing 18 August
Records Officer	Interviews week commencing 18 August
Work Health Safety Advisor – Part Time	Interviews week commencing 18 August
Handyman/Labourer	Re-advertsied
Diesel Mechanic - Qualified	Ongoing
Technical Officer	Closes 29 August

Employee Assistance Program

- No Change from previous reporting.

Information Technology

- Systems operating to satisfactory levels for July 2025.
- Enterprise System – EOI in place.
- Cable replacement program approved for Admin building. Awaiting take up date with contractor.

Records Management

- Records continue to be updated as required.

Local Disaster Management Group

- LDMG meeting held 11 July 2025, and Local Disaster Management Plan and Bushfire Risk Mitigation Plans endorsed.
- LDMG training and exercise, IGEM Review completed 29 July 2025
- Risk Mitigation Burns completed 9 and 10 August. Thanks to Rural Fire for their support.

Return to Work/Rehabilitation

- 0 new claim

QGAP

- Functioning in line with expectations.

Staff Housing

- No current vacancies.
 - Bathroom/kitchen upgrade completed at 47 Mabel St.
 - Bathroom upgrade completed at 78 Sircom St.
- New houses nearing completion, Ergon connections finalised to 4 of 6 and handovers scheduled before end of August.

Information Privacy/Right to Information

- No new requests or changes

RESOLUTION

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

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.4.3 Public Interest Disclosure Policy and Procedure Review

Subject: Public Interest Disclosure Policy and Procedure review

Attachments: Public Interest Disclosure Policy and Procedure – Version 3
Refer Attachment Number 4.

Author: Acting Director Corporate Services

Date: 18 August 2025

Executive Summary

The *Public Interest Disclosure Act 2010* provides a way for people to disclose information about serious wrongdoing in the public sector, and to ensure that they are appropriately protected when they do. For an allegation to be considered a public interest disclosure under the *Public Interest Disclosure Act 2010* it must be public interest information about serious wrongdoing or danger.

Any person, including a public sector officer, can make a public interest disclosure about:

- **substantial** and **specific** danger to the health or safety of a person with a **disability**
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- **reprisal** because of a belief that a person has made or intends to make a disclosure.

A public sector officer can also make a public interest disclosure about:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- a substantial and specific danger to the environment.

The policy has been updated to align with the *Public Interest Disclosure Act 2010* requirements and amendments and has used the model documents as templates. Changes are reflected via 'tracked changes' in the attached policy that apply specifically to Croydon and alignment with our policy layout.

Recommendation

That Council adopt the Public Interest Disclosure Policy and Procedure version 3, as presented.

Background

The policy was originally adopted by Council on 18 August 2011, and subsequently on 18 April 2022. This review is overdue and will next be scheduled for July 2026.

Consultation (internal/external)

Chief Executive Officer, Senior Management, Queensland Ombudsman Office and website

Relationship to Corporate and Operational Plans

Corporate Plan 2022-2027

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

Legal Implications

This policy meets the requirements of the *Public Interest Disclosure Act 2010* by outlining Council's commitment to fostering and sustaining an ethical, transparent culture.

Policy Implications

Council's Public Interest Disclosure Policy and Procedure will be current and in accordance with existing legislation.

Work Health and Safety Implications

Nil

Financial and Resource Implications

Nil

RESOLUTION

That Council adopt the Public Interest Disclosure Policy and Procedure version 3, as presented.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

6.4.4 Fees and Charges Amendment

Subject: Review of Fees and Charges 2025-26

Attachments: Amended Fees and Charges
Refer Attachment Number 5.

Author: Acting Director Corporate Services

Date: 20 August 2025

Executive Summary

Council adopted its 2025/26 Fees and charges at Council meeting 18 June 2025 in conjunction with its budget documents. A subsequent review of this document has revealed omissions relevant to Councils services that are now operational. The Croydon Gym Membership fees and charges were included in the 2024/25 schedule but unfortunately the Gym did not open during that period and was omitted from the 2025/26 version. The Croydon Gym opened its doors on 29 July 2025 and now requires updating in the Fees and Charges schedule for 2025/26. The proposed fees have been left at the previous year's rate due to not operating.

Recommendation

In accordance with the requirements of the Local Government Act 2009, It is recommended that the proposed review of fees and charges, namely inclusion of Gym Membership on page 8 be adopted by Council.

Consultation (internal/external)

CEO, Senior Management, Finance consultants

Legal Implications

Nil

Policy Implications

The proposed fees and charges will form part of and support the 2025-2026 Gym Membership program including offsetting operating costs.

Work Health and Safety Implications

Nil

Financial and Resource Implications

2025-2026 updated Fees and Charges will ensure council works towards capturing revenue relevant to its operations and cost in delivery of services to community and visitors.

RESOLUTION

That Council adopt the proposed review of Fees and Charges as presented, to include Gym Membership.

Moved Cr
Seconded Cr

All in favour Yes/No
Resolution No.

7. Matters of which notice has been given.

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

9. Meeting Close

The meeting closed at _____



Croydon Shire Council

**Unconfirmed Minutes
Ordinary Meeting 17 July 2025**

Croydon Shire Council



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9. Meeting Close	7

The meeting commenced at 12:23pm.

1. Attendance

Cr TJ Pickering (Chair)

Cr J Evans

Cr AL Pickering

Cr LH Pickering

Jacqui Cresswell – Chief Executive Officer

Janette Neander – Records and Administration Officer

2. Attendance by audio link or audio-visual link

Nil.

3. Apologies

Cr W Bing Chew

4. Confirmation of Minutes

Moved Cr LH Pickering
Seconded Cr J Evans

That the minutes of the Ordinary Meeting held 18 June 2025 be confirmed.

All in favour Yes
Resolution No. 01-07/2025

5. Business arising from Minutes of previous meeting.

Nil.

6. Officers Reports

6.1 Chief Executive Officer Reports

6.1.1 Council Update

- CEO and Cr LH Pickering will attend the WQAC Meeting at St. George in August.

Moved Cr LH Pickering
Seconded Cr AL Pickering

That the Council Update for June 2025 be received.

All in favour Yes
Resolution No. 02-07/2025

Councillor Remuneration from July 1 2025

Moved Cr TJ Pickering
Seconded Cr LH Pickering

Council accepts the remuneration schedule for the 2025-2026 financial year determined by the Local Government Remuneration Commission to apply from 1 July 2025.

All in favour Yes
Resolution No. 03-07/2025

RFQ 17 Supply and installation of potable water supply extension area 3

Moved Cr LH Pickering
Seconded Cr J Evans

That Council accepts the RFQ17 from BSP Plumbing for amount of \$343,175 for works to the Town Water Network.

All in favour Yes
Resolution No. 04-07/2025

RFQ 18 Supply and installation of PAL lighting including LED lighting

Moved Cr TJ Pickering
Seconded Cr AL Pickering

That Council accepts the Tender from Airside Services for amount of \$329,320.53 for upgrades at the Croydon Airport.

All in favour Yes
Resolution No. 05-07/2025

6.1.2 Policy Review – Alcohol and Other Drugs Policy

Moved Cr LH Pickering
Seconded Cr J Evans

That Council adopts the Alcohol and Other Drugs Policy as presented.

All in favour Yes
Resolution No.06-07/2025

6.1.3 Councillor Conference and Meeting Schedule 2025

Moved Cr TJ Pickering
Seconded Cr J Evans

That Council change the August Meeting date to 28 August 2025.

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

6.2 Works Managers Report

6.2.1 Works Report

Moved Cr TJ Pickering
Seconded Cr LH Pickering

That the Works Report for June 2025 be received.

All in favour Yes
Resolution No. 08-07/2025

Attendance

Cr Trevor Pickering left the room at 1:04pm.

Cr Trevor Pickering entered the room at 1:06pm.

Sonya Frost, Tourism and Market Manager and Acting Community Services Manager entered the room at 1:06pm.

6.3 Tourism and Marketing Manager Report

6.3.1 Tourism and Marketing Report

Moved Cr LH Pickering
Seconded Cr AL Pickering

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

All in favour Yes
Resolution No.09-07/2025

6.4 Community Service Reports

6.4.1 Community Services Reports

Moved Cr J Evans
Seconded Cr AL Pickering

That approval is given for a delegate from Croydon Shire to become a member of North QLD Sports Foundation.

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

Moved Cr J Evans
Seconded Cr TJ Pickering

That the Community Services Report for June 2025 be received.

All in favour Yes
Resolution No. 11-07/2025

6.4.2 Childcare Report

Moved Cr J Evans
Seconded Cr LH Pickering

That the Childcare Report for June 2025 be received.

All in favour Yes
Resolution No. 12-07/2025

Attendance

Sonya Frost, Tourism and Market Manager and Acting Community Services Manager left the room at 1:18pm.

6.5 Finance Manager Reports

6.5.1 Croydon Caravan Park

Moved Cr AL Pickering
Seconded Cr LH Pickering

That the Caravan Park Report for June 2025 be received.

All in favour Yes
Resolution No. 13-07/2025

Attendance

Stephen Frost, Business Services Manager, entered the room at 1:23pm.

6.5.2 Finance Report

Moved Cr LH Pickering
Seconded Cr TJ Pickering

That the Finance Report for the period ending 30 June 2025 be received.

All in favour Yes
Resolution No. 14-07/2025

6.5.3 Operational Plan 2024-2025 – 4th Quarter Review

Moved Cr J Evans
Seconded Cr LH Pickering

That the 2024/2025 Operational Plan Quarterly Review for the period ending 30 June 2025 be received.

All in favour Yes
Resolution No.15-07/2025

6.6 Business Services Manager Reports

6.6.1 Business Services Report

Moved Cr LH Pickering
Seconded Cr J Evans

That the Business Services Managers Report for June 2025 be received.

All in favour Yes
Resolution No. 16-07/2025

6.6.2 Croydon Local Disaster Management Plan

Moved Cr J Evans
Seconded Cr TJ Pickering

That the Croydon Shire 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. 17-07/2025

7. Matters of which notice has been given.

Nil.

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

Nil.

9. Meeting Close

The meeting closed at 1:55pm.

Cr TJ Pickering

Mayor



Croydon Shire Council

**Unconfirmed Minutes
Special Meeting 14 August 2025**

Croydon Shire Council



The meeting commenced at 10:08am.

1. Attendance

Cr TJ Pickering (Chair)

Cr J Evans

Cr W Bing Chew

Cr AL Pickering

Cr LH Pickering

Jacqui Cresswell – Chief Executive Officer

Janette Neander – Office Manager and Executive Assistant

2. Attendance by audio link or audio-visual link

Nil.

3. Apologies

Nil.

Declaration of Conflict of Interest

Cr TJ Pickering

"I declare that I have a prescribed conflict of interest in Item 4. (as defined by *Local Government Act 2009* as follows: -

- (i) I and my spouse Leonie Pickering stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- (ii) I and my spouse Leonie Pickering stand to gain a benefit or suffer a loss because we submit tenders to Croydon Shire Council under the company name of Pickering Earthmoving Pty Ltd.

I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on".

Moved Cr W Bing Chew
Seconded Cr AL Pickering

That Council agrees Cr TJ Pickering who has declared a prescribed conflict of interest will leave the meeting while the matter is discussed and voted on.

All in favour Yes
Resolution No.01-08/2025

Cr LH Pickering

Cr LH Pickering declared a prescribed conflict of interest in Item 4 (as defined by Local Government Act 2009, section 150EI) as he is a sibling to two of the applicants and stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

Moved Cr W Bing Chew
Seconded Cr AL Pickering

That Council agrees Cr LH Pickering who has declared a prescribed conflict of interest will leave the meeting while the matter is discussed and voted on.

All in favour Yes
Resolution No. 02-08/2025

Attendance

Cr TJ Pickering and Cr LH Pickering left the room at 10:10am.

Cr J Evans

CEO phoned for Government Advice at 10:12am seeking advice regarding a declarable potential conflict of Interest for Cr J Evans who has a professional relationship with the applicants in Item 4 and may stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

Moved Cr AL Pickering
Seconded Cr W Bing Chew

Council agrees that as no Contract has been awarded and no current professional association with the applicants, Cr J Evans may participate in the matter, discuss, and vote upon it.

All in favour Yes
Resolution No. 03-08/2025

Cr AL Pickering

Cr AL Pickering noted a declared material personal interest in Item 4 (as defined by Local Government Act 2009) as she is a cousin in-law to two of the applicants but does not stand to gain a benefit or suffer a loss on the outcome of Council's decision on the matter.

Moved Cr J Evans
Seconded Cr W Bing Chew

Council agrees that Cr AL Pickering does not stand to gain a benefit or suffer a loss depending on the outcome of Council's decision and be permitted to participate in the matter, discuss and vote upon it.

All in favour Yes
Resolution No. 04-08/2025

Cr W Bing Chew

Cr W Bing Chew declared a perceived conflict of interest in Item 4 (as defined by Local Government Act 2009) as his family has a professional relationship with the applicants but does not stand to gain a benefit or suffer a loss depending on the outcome of Council's decision on the matter.

Moved Cr AL Pickering
Seconded Cr J Evans

Council agrees that Cr W Bing Chew does not stand to gain a benefit or suffer a loss depending on the outcome of Council's decision and be permitted to participate in the matter, discuss and vote upon it.

All in favour Yes
Resolution No. 05-08/2025

4. 2024 DRFA Restoration Works Package 1-3 RFT 14, RFT 15 & RFT 16

Attendance

Janette Neander – Office Manager and Executive Assistant left the room at 11:07am.

Janette Neander – Office Manager and Executive Assistant entered the room at 11:09am.

Moved Cr W Bing Chew
Seconded Cr J Evans

That Council Awards RFT 14 - DRFA Restoration Works Package 1 to **Pickering Earthmoving** for \$4,352,253.07 ex GST, and delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum values of the Project Budget

All in favour Yes
Resolution No. 06-08/2025

Moved Cr J Evans
Seconded Cr M Pickering

That Council Awards RFT 15 - DRFA Restoration Works Package 2 to **Cheyenne Earthmoving Pty Ltd** for \$3,991,184.43 ex GST, and delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum values of the Project Budget

All in favour Yes
Resolution No. 07-08/2025

Moved Cr W Bing Chew
Seconded Cr J Evans

That Council Awards RFT 16 - DRFA Restoration Works Package 3 to **Peetree Contracting Pty Ltd** for \$6,960,070.52 ex GST, and delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum values of the Project Budget

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

Council noted its appreciation to the evaluation committee, but particularly to its CEO in advocating strongly for local businesses and industry in ensuring the long term best interests of this community and its viability are served in Council decision-making.

Attendance

Cr TJ Pickering and Cr LH Pickering entered the room at 11:30am.

5. Meeting Close

The meeting closed at 11:31am.

Cr TJ Pickering

Mayor

Income Statement

For the Month Ending 31st July 2025

Year Elapsed 8%

	July	Actual YTD	Annual Budget	%
REVENUE				
Operating Revenue				
Rates, Levies and Charges	45,113	45,113	1,017,122	4%
/ess: Discounts Allowed	-	-	(12,114)	0%
	<u>45,113</u>	<u>45,113</u>	<u>1,005,008</u>	<u>4%</u>
Fees and Charges	97,573	97,573	512,590	19%
Rental Income	11,822	11,822	182,500	6%
Interest Received	110,185	110,185	1,403,000	8%
Other Income	2,856	2,856	32,045	9%
Recoverable Works Revenue	217,050	217,050	16,461,453	1%
Grants and Subsidies	-	-	7,566,760	0%
Total Operating Revenue	<u>484,600</u>	<u>484,600</u>	<u>27,163,356</u>	<u>2%</u>
EXPENSES				
Operating Expenses				
Administration and Governance Costs	503,051	503,051	2,981,537	17%
Community Service Expenses	130,024	130,024	1,237,143	11%
Recoverable Works / Flood Damage	1,276,325	1,276,325	16,341,965	8%
Health and Security Costs	16,888	16,888	159,010	11%
Net Plant Operations	1,560	1,560	(579,723)	0%
Tourism and Economic Development	99,722	99,722	862,205	12%
Infrastructure Maintenance	150,686	150,686	3,055,465	5%
Finance Costs	3,606	3,606	38,000	9%
Depreciation and Amortisation	247,988	247,988	2,975,850	8%
Total Operating Expenses	<u>2,429,849</u>	<u>2,429,849</u>	<u>27,071,452</u>	<u>9%</u>
NET OPERATING SURPLUS	<u>(1,945,250)</u>	<u>(1,945,250)</u>	<u>91,904</u>	
Capital Revenue				
Grants and Subsidies	153,000	153,000	6,918,120	2%
Gain / (Loss) on Disposal of PPE	-	-	-	0%
Total Capital Revenue	<u>153,000</u>	<u>153,000</u>	<u>6,918,120</u>	<u>2%</u>
NET RESULT	<u>(1,792,250)</u>	<u>(1,792,250)</u>	<u>7,010,023</u>	<u>-26%</u>

Notes:

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

Balance Sheet

For the Month Ending 31st July 2025

Year Elapsed 8%

	Actual Balance	Annual Budget	%
Current Assets			
Cash and Equivalents	29,581,568	25,487,083	116%
Trade Receivables	809,460	1,416,455	57%
Rate Receivables	55,531	49,525	112%
Inventories	91,107	115,795	79%
Contract Assets	891,915	891,915	100%
Total Current Assets	31,429,580	27,960,773	112%
Non-Current Assets			
Right of Use Assets	1,107,733	1,107,733	100%
Property, Plant and Equipment	136,583,926	151,907,560	90%
Capital Works in Progress	7,653,020	-	0%
Total Non-Current Assets	145,344,679	153,015,293	95%
TOTAL ASSETS	176,774,259	180,976,066	98%
Current Liabilities			
Trade and Other Payables	(250,310)	197,608	-127%
Lease Liabilities	652,299	652,299	100%
Contract Liabilities (Unspent Grants)	164,663	11,354,025	1%
Employee Leave Provisions	388,610	393,151	99%
Total Current Liabilities	955,262	12,597,083	8%
Non-Current Liabilities			
Employee Leave Provisions	77,628	77,161	101%
Lease Liabilities	505,023	505,023	100%
Other Provisions	136,480	137,513	99%
Total Non-Current Liabilities	719,132	719,697	100%
TOTAL LIABILITIES	1,674,394	13,316,780	13%
NET COMMUNITY ASSETS	175,099,866	167,659,286	104%
Community Equity			
Retained Surplus	77,973,058	61,730,206	126%
Asset Revaluation Reserve	98,919,057	98,919,057	100%
Current Year Surplus	(1,792,250)	7,010,023	
TOTAL COMMUNITY EQUITY	175,099,866	167,659,286	104%

Notes:

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

Cash Flow Statement

For the Month Ending 31st July 2025
Year Elapsed 8%

	Actual YTD	Annual Budget	%
Cash Flows from Operating Activities			
Receipts from Customers	951,819	1,549,643	61%
Payment to Suppliers and Employees	(4,257,160)	(24,095,471)	18%
	(3,305,340)	(22,545,828)	15%
Interest Received	110,185	1,403,000	8%
Rental Income	11,822	182,500	6%
Operating Grants and Subsidies	-	24,028,213	0%
Net Cash Flows from Operating Activities	(3,183,333)	3,067,885	-104%
Cash Flows from Investing Activities			
Payments for Property, Plant and Equipment	(101,404)	(14,799,236)	1%
Proceeds from Sale of Assets	-	-	0%
Capital Grants and Subsidies	161,617	6,918,120	2%
Net Cash Flows from Investing Activities	60,213	(7,881,116)	-1%
Cash Flows from Financing Activities			
Repayments of Loans	-	-	0%
Net Cash Flows from Financing Activities	-	-	0%
Net Increase (Decrease) in Cash Held	(3,123,120)	(4,813,231)	
Cash at Beginning of Reporting Period	32,704,689	30,300,314	
Cash at End of Reporting Period	29,581,569	25,487,083	116%

Capital Expenditure Summary

Asset Description	B/Fwd 30/06/2025	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Budget 2025/26	%	Total Project Cost	Status	Comments
Buildings and Structures									
Chinese Temple Site Reinivoration	793,882	10,135	31,087	41,222	117,921	35%	835,104	In Progress	Carried over from 2024-25
Slip Resistant Coating to Workshop Floor	-	-	-	-	50,000	0%	-		
Upgrade Doris Casey Hall Kitchen	-	-	-	-	50,000	0%	-		
Caravan Park - Cabins 7-8 Upgrade	31,187	-	-	-	33,900	0%	31,187	In Progress	Carried over from 2024-25
Roof for a Heritage Building					300,000	0%	-		
Heritage Building Repairs	23,230	-	-	-	-	0%	23,230	In Progress	Carried over from 2024-25
Purchase of Houses	3,450,421	-	56,852	56,852	4,830,000	1%	3,507,273	In Progress	W4Q Funding. Carried over from 2024-25
Painting - All Council Buildings	-	4,500	-	4,500	100,000	5%	4,500	In Progress	LGGSF Funding. Carried over from 2024-25
Employee Housing - Capital Works	-	34,586	36,200	70,786	193,000	37%	70,786	In Progress	LGGSF Funding. Carried over from 2024-25
	4,298,720	49,221	124,139	173,361	5,674,821	3%	4,472,081		
Other Infrastructure									
Signage Strategy	5,055	-	-	-	120,000	0%	5,055	In Progress	Carried over from 2024-25
Precinct Development & Planning	406,438	52,182	1,630,422	1,682,604	3,156,934	53%	2,089,042	In Progress	Carried over from 2024-25
Pump Track/Splash Park - Install New Picnic Area With Electric BBQ	-	-	-	-	70,000	0%	-		Carried over from 2024-25
Lake Belmore - Construct New Shed & Fishing Area On Eastern Side	-	-	-	-	150,000	0%	-		Carried over from 2024-25
Lake Belmore - Install Electric BBQ At Existing Lower Shed	-	-	-	-	40,000	0%	-		Carried over from 2024-25
Lake Belmore - Repairs to Buildings & Rec Area	344	-	-	-	35,000	0%	344	In progress	Carried over from 2024-25
Lake Belmore - Playground Replacement	-	-	-	-	250,000	0%	-	In progress	Carried over from 2024-25
Cemetery Fence - Replace 810m Fencing Around Town Cemetery	-	-	-	-	144,000	0%	-		Carried over from 2024-25
Childcare - Upgrade Play Equipment	-	-	-	-	60,000	0%	-		Carried over from 2024-25
Heritage Precinct & Chinese Temple Path (Seating) & CWA Hall/Brown St (Install Gazebo)	13,983			-	124,000	0%	13,983	In progress	Carried over from 2024-25
Mini Golf Design	5,000	-	20,000	20,000	25,000	80%	25,000	In progress	Carried over from 2024-25
Purchase & Installation Of Grandstand - Rodeo Grounds	65,670	-	-	-	87,365	0%	65,670	In progress	Carried over from 2024-25
Landscaping works to splash park and pump track	-	-	-	-	230,000	0%	-		
Info Centre - Rework of Croydon Story Film	-				30,000	0%	-		Carried over from 2024-25
Entrance Gardens	65,562	-	-	-	30,000	0%	65,562	In Progress	Carried over from 2024-25
Consider a Cemetary Extension Plan	-	-	-	-	56,000	0%	-		
Swimming Pool - Extra Tank - Chlorine	4,965	-	-	-	-	0%	4,965	In Progress	
Painting of Fence - Opposite Pub					50,000	0%	-		
Re-Surface Kids Poll and Replace Flytaylor and Chlorinator					55,475	0%	-		
Residential Switch Upgrade					26,863	0%	-		
Front Verandah Rail - Townhall					10,000	0%	-		
Grade Road at Old Cemetery and Fence					100,000	0%	-		
Feature Lighting to Key Assets	-	-	-	-	200,000	0%	-		
Septic Tank Upgrade to Key Facilities	-	-	-	-	100,000	0%	-		
Additional Waste Bins and Infrastructure for the Landfill	-	-	-	-	80,000	0%	-		
Council Electronic sign at admin	-	-	-	-	33,000	0%	-		
Caravan Park Upgrade	-	-	-	-	212,906	0%	-		
Camp Kitchen	-	-	-	-	25,000	0%	-		
Mountain Bike Trails - Detailed Design	108,200	-	-	-	200,000	0%	108,200	On Hold - Waiting on Funding	Remain in WIP until final construction of MBT.
Mountain Bike Trails - B Plan									
Mountain Bike Trails - Study									
Contingency Funding For Grants	-	-	-	-	150,000	0%	-		
	675,217	52,182	1,650,422	1,702,604	5,851,543	29%	2,377,821		

Capital Expenditure Summary

Asset Description	B/Fwd 30/06/2025	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Budget 2025/26	%	Total Project Cost	Status	Comments
Plant and Equipment									
Replacement Of - Toro Mower 7200 Series #509	-	-	-	-	25,000	0%	-		
Replacement Of - Howard Float Trailer #388	-	-	-	-	150,000	0%	-		
Replacement Of - Truck UD Nissan GW470 #531	-	-	-	-	315,000	0%	-		
Replacement Of - Single Axle Beaver Float Trailer #	-	-	-	-	30,000	0%	-		
Replacement Of - Nissan UD Truck # 531	-	-	275,000	275,000	315,000	87%	275,000	In progress	Order placed
Replacement Of - Nissan UD Truck # 532	-	-	284,773	284,773	315,000	90%	284,773	In progress	Order placed
Daa Cable & Switch Upgrade	-	-	-	-	68,000	0%	-		
Enterprise Suite Software	-	-	-	-	300,000	0%	-		
IT Upgrades	-	-	-	-	84,000	0%	-	In Progress	Ongoing program. Carry over to 2025-26
	-	-	559,773	559,773	1,602,000	35%	559,773		
Roads									
Richmond Road - Upgrade and Seal	-	-	-	-	1,218,264	0%	-		RTR and TIDS funding. Carried over from 2024-25
Richmond Road - Culvert Upgrade	116,405	-	-	-	-	0%	116,405	In Progress	Carried over from 2024-25
Sandstone Kerbing Extension					400,000				Carried over from 2024-25
Claraville Road from Rodeo Grds Grid to Cemetary Creek inc Floodway Upgrade	-	-	-	-	210,020	0%	-		Carried over from 2024-25
Aerodrome - Reseal	-	-	-	-	380,000	0%	-		Carried over from 2024-25
Resealing of Town Streets	-	-	-	-	200,000	0%	-		Carried over from 2024-25
Line Marking of Town Streets	-	-	-	-	100,000	0%	-		
Phillips & Brown Street - Upgrade 420m, Haseler & Mabel Street - Upgrade 345m	28,612	-	-	-	220,000	0%	28,612	In progress	Carried over from 2024-25
Stormwater Improvements	-	-	-	-	250,000	0%	-		
Footpath Constructions	-	-	-	-	-	0%	-		
	145,017	-	-	-	2,978,284	0%	145,017		
Water Infrastructure									
New Water Mains Installation	192,740	-	5,760	5,760	500,000	1%	198,500	In Progress	Carried over from 2024-25
Upgrade Scada Control system and PLC					40,000	0%	-		
Engineering Review and Design of Resilience of the WTP Structure					45,000	0%	-		
Sprinkler Reticulation to Parks from Water to Parks Project					150,000	0%	-		
New Water Main Supply to Phillips, Brown & Haseler, Mable Streets Development					200,000	0%	-		
Relocate Fire Hydrants and Valves	1,187	-	-	-	-	0%	1,187	In Progress	Carried over from 2024-25
Alternative Water Supply for Council Parks	257,370	-	-	-	-	0%	257,370	In Progress	Carried over from 2024-25
	451,298	-	5,760	5,760	935,000	1%	457,058		
	5,570,252	101,404	2,340,094	2,441,497	17,041,648	14%	8,011,749		

Cash Analysis

For the Month Ending 31st July 2025

Cash at Bank	224,255
Investments	29,357,313
	29,581,568
less: Long Service Provisions (50%)	(72,168) #
less: Annual Leave Provisions	(319,985) #
less: Unspent Grant Receipts	(164,663) #
less: Restoration Provisions	(136,480) #
less: Working Capital Cash	(3,000,000) ^
NET CASH SURPLUS	25,888,272

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

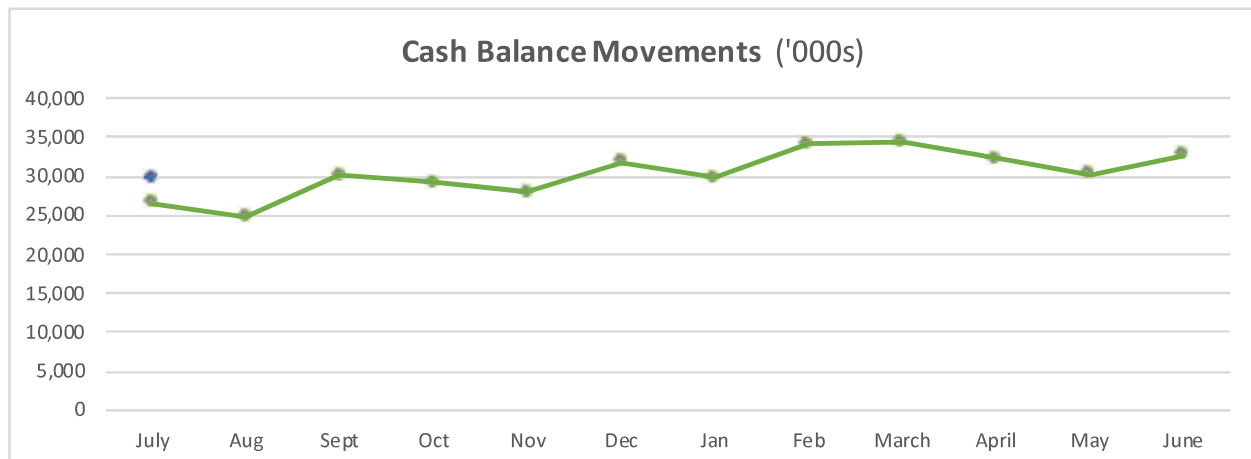
Balances subject to change as the 2024-25 closing balances have not been finalised.

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

Investment Analysis

Investment	Type	Expiry	Rate	Balance	Interest
QTC Cash Fund - July	At Call	N / A	4.34%	29,355,908	110,185.26 #
QTC Cash Fund - June	At Call	N / A	4.63%	30,850,232	108,547.07
QTC Cash Fund - May	At Call	N / A	4.73%	28,731,920	121,457.14

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



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



Croydon Shire Council

Public Interest Disclosure Policy and Procedure

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
19 /08/2011			New Policy	
28/04/2022			Reviewed and Updated	Aug 2023

Model Public Interest Disclosure Policy and Procedure

1. Introduction

Croydon Shire Council is committed to fostering an ethical, transparent culture. In pursuit of this, **Croydon Shire Council** values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. **Croydon Shire Council** will provide support to an **employee** or others who make disclosures about matters in the public interest. This Procedure demonstrates this commitment, and ensures that practical and effective procedures are implemented which comply with the requirements of the [Public Interest Disclosure Act 2010](#) (PID Act).

2. Objective/Purpose

By complying with the PID Act, **Croydon Shire Council** will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- ensure protection from **reprisal** is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any **public officer** who makes a PID is given appropriate support
- PIDs made to **Croydon Shire Council** are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- a management program for PIDs made to **Croydon Shire Council**, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented
- public officers who make PIDs are offered protection from reprisal by **Croydon Shire Council** or other public officers of **Croydon Shire Council**.

Croydon Shire Council's Public Interest Disclosure Procedure is available for public viewing at www.croydon.qld.gov.au. The Public Interest Disclosure Procedure will be reviewed annually and updated as required to ensure it meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman.

3. Scope

This Policy and Procedure applies to Council employees, Councillors, Public Officers and members of the public (contractors, sub contractors volunteers) that make a disclosure.

4 Relevant Legislation

[Crime and Corruption Act 2001](#)
[Local Government Act 2009](#)
[Ombudsman Act 2001](#)

4.1. Related Policies and Procedures

Administrative Action Complaints Process
Employee Code of Conduct
Councillor Code of Conduct
Risk Management Policy

5. Definitions (meanings of words and acronyms used in this Procedure)

Term	Definition
Administrative action	<p>(a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> (i) a decision and an act; and (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and <p>(b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.</p>
Confidential information	<p>(a) includes —</p> <ul style="list-style-type: none"> (i) information about the identity, occupation, residential or work address or whereabouts of a person — <ul style="list-style-type: none"> (A) who makes a public interest disclosure; or (B) against whom a public interest disclosure has been made; and (ii) information disclosed by a public interest disclosure; and (iii) information about an individual's personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; and <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive</p>

	evidence under oath, unless further disclosure of the information is prohibited by law.
Corrupt conduct	<p>As defined in section 15 of the <u>Crime and Corruption Act 2001</u></p> <p>(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—</p> <ul style="list-style-type: none"> (i) a unit of public administration; or (ii) a person holding an appointment; and <p>(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—</p> <ul style="list-style-type: none"> (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and <p>(c) would, if proved, be—</p> <ul style="list-style-type: none"> (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. <p>(2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) impairs, or could impair, public confidence in public administration; and</p> <p>(b) involves, or could involve, any of the following—</p> <ul style="list-style-type: none"> (i) collusive tendering; (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—

	<p>(A) protecting health or safety of persons;</p> <p>(B) protecting the environment;</p> <p>(C) protecting or managing the use of the State's natural, cultural, mining or energy resources;</p> <p>(iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;</p> <p>(iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;</p> <p>(v) fraudulently obtaining or retaining an appointment; and</p> <p>(c) would, if proved, be—</p> <p>(i) a criminal offence; or</p> <p>(ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p>
Detriment	<p>includes –</p> <p>(a) personal injury or prejudice to safety; and</p> <p>(b) property damage or loss; and</p> <p>(c) intimidation or harassment; and</p> <p>(d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and</p> <p>(e) financial loss; and</p> <p>(f) damage to reputation, including, for example, personal, professional or business reputation.</p>
Disability	<p>As defined in section 11 of the Disability Services Act 2006, for the purposes of this procedure:</p> <p>(1) A disability is a person's condition that—</p> <p>(a) is attributable to—</p> <p>(i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or</p> <p>(ii) a combination of impairments mentioned in subparagraph (i); and</p> <p>(b) results in—</p> <p>(i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self care or management; and</p> <p>(ii) the person needing support.</p>

	<p>(2) For subsection (1), the impairment may result from an acquired brain injury.</p> <p>(3) The disability must be permanent or likely to be permanent.</p> <p>(4) The disability may be, but need not be, of a chronic episodic nature.</p>
Discloser	A person who makes a disclosure in accordance with the Public Interest Disclosure Act 2010 .
Employee	of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	a person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	<p>As defined in schedule 4 of the Public Interest Disclosure Act 2010, maladministration is administrative action that—</p> <ul style="list-style-type: none"> (a) was taken contrary to law; or (b) was unreasonable, unjust, oppressive, or improperly discriminatory; or (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or (d) was taken— <ul style="list-style-type: none"> (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or (e) was an action for which reasons should have been given, but were not given; or (f) was based wholly or partly on a mistake of law or fact; or (g) was wrong.
Natural justice	Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.

	<p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> • avoid bias; and • give a fair hearing. • act only on the basis of logically probative evidence.
Organisational support	<p>For the purposes of this procedure, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	<p>A person or organisation that is authorised under the Public Interest Disclosure Act 2010 to receive disclosures.</p>
Public officer	<p>A public officer, of a public sector entity, is an employee, member or officer of the entity.</p>
Reasonable belief	<p>A view which is objectively fair or sensible.</p>
Reasonable management action	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager—</p> <ul style="list-style-type: none"> (a) a reasonable appraisal of the employee's work performance; (b) a reasonable requirement that the employee undertake counselling; (c) a reasonable suspension of the employee from the employment workplace; (d) a reasonable disciplinary action; (e) a reasonable action to transfer or deploy the employee; (f) a reasonable action to end the employee's employment by way of redundancy or retrenchment; (g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f);

	(h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.
Reprisal	<p>The term 'reprisal' is defined under the Public Interest Disclosure Act 2010 as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> • has made or intends to make a disclosure; or • has been or intends to be involved in a proceeding under the disclosure Act against any person. <p>Reprisal under the Public Interest Disclosure Act 2010 is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

6

6 PID Management Program

The Chief Executive Officer has overall responsibility for ensuring that **Croydon Shire Council** develops, implements and maintains a PID management program. The **Croydon Shire Council** PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing
- senior management endorsement of the value to **Croydon Shire Council** of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and **Croydon Shire Council's** PID procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a **discloser**, and advice on how PIDs will be managed
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within **Croydon Shire Council**:

Role:	Responsibilities:	Officer:
PID Coordinator	<ul style="list-style-type: none"> principal contact for PID issues within Croydon Shire Council document and manage implementation of PID management program review and update PID procedure annually maintain and update internal records of PIDs received report data on PIDs to Queensland Ombudsman assess PIDs received provide acknowledgment of receipt of PID to discloser undertake risk assessments in consultation with disclosers and other relevant officers liaise with other agencies about referral of PIDs allocate Investigator and Support Officer to PID matter 	<p><i>CEO – Jacqui Cresswell</i></p> <p>E: ceo@croydon.qld.gov.au</p> <p>P: 07 4847 7100</p>
PID Support Officer	<ul style="list-style-type: none"> provide advice and information to discloser on Croydon Shire Council PID procedure provide personal support and referral to other sources of advice or support as required facilitate updates on progress of investigation proactively contact discloser throughout PID management process 	<p><i>An appropriate Support Officer will be appointed by the Chief Executive Officer for each PID</i></p>
Investigator	<ul style="list-style-type: none"> conduct investigation of information in PID in accordance with terms of reference prepare report for delegated decision-maker 	<p>An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.</p>
Delegated decision-maker	<ul style="list-style-type: none"> review investigation report and determine whether 	<p>An appropriate decision-maker will be appointed for each PID investigated.</p>

	alleged wrongdoing is substantiated	
Employees	<ul style="list-style-type: none"> report suspected unlawful, corrupt conduct, maladministration, substantial misuse of public resources and those other items mentioned in Section 6.2 	

6.1 Why make a PID?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. **Croydon Shire Council** supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of **Croydon Shire Council**
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to **Croydon Shire Council**
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- protection against reprisal – the discloser is protected from unfair treatment by **Croydon Shire Council** and employees of **Croydon Shire Council** as a result of making the PID
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing
- protection from defamation – the discloser has a defence against an accusation of defamation by any **subject officer**.

6.2 What is a Public Interest Disclosure?

Under the PID Act, any person can make a disclosure about a:

- **substantial** and **specific** danger to the health or safety of a person with a **disability**
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- **reprisal** because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- **corrupt conduct**
- **maladministration** that adversely affects a person's interests in a substantial and specific way

- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a '**reasonable belief**' that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information
- discloser has not identified the material as a PID – it is up to **Croydon Shire Council** to assess information received and decide if it is a PID
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

6.3 Who can a PID be disclosed to?

A PID must be made to the '**proper authority**' to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of **Croydon Shire Council** first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Croydon Shire Council:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> • any person in a supervisory or management position • the human resources and/or governance sections • the Chief Executive Officer. • <i>Refer to latest phone contact list for relevant contact details</i> •] 	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal • Queensland Ombudsman for disclosures about maladministration • Queensland Audit Office for disclosures about a substantial misuse of resources • Department of Child Safety, Seniors and Disability Services for disclosures about danger to the health and safety of a child or young person with a disability or for disclosures about danger to the health and safety of a person with a disability • Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability • Department of the Environment, Tourism, Science and Innovation for disclosures about danger to the environment

	<ul style="list-style-type: none"> • A Member of the Legislative Assembly (MP) for any wrongdoing or danger • The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer. • Also, a person may make a complaint under the Anti-Discrimination Act 1991 about a reprisal in accordance with section 44 of the PID Act. A complaint can be lodged with the Queensland Human Rights Commission.
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A disclosure can also be made to a **journalist** if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
 - decided not to investigate or deal with the disclosure, or
 - investigated the disclosure but did not recommend taking any action, or
 - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

6.4 How to make a PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved
 - what happened
 - when it happened
 - where it happened
 - whether there were any witnesses, and if so who they are
 - any evidence that supports the PID, and where the evidence is located
 - any further information that could help investigate the PID
- provide this information in writing.

A PID can be submitted to Council, attention to the Chief Executive Officer

- *by email ceo@croydon.qld.gov.au*
- *by post*
The Chief Executive Officer
Croydon Shire Council
PO Box 17
Croydon QLD 4871
- *By phone (07) 4748 7100*
- *In person, please phone for first appointment*

If you are unsure if your matter is a PID, visit the Queensland Ombudsman website www.ombudsman.qld.gov.au or call 1800 068 908

Complaints can be made anonymously; however Council will not be able to contact you for additional information or keep the discloser informed about progress in handling the disclosure.

6.5 Deciding whether a matter is a PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID **Croydon Shire Council** will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review
- any action **Croydon Shire Council** proposes to take in relation to the matter
- any other options the discloser has in relation to the matter.

6.6 Assessing a PID

The disclosure will be assessed in accordance with the PID Act, the PID standards, **Croydon Shire Council's** Public Interest Disclosure Procedure and any other relevant procedure(s).

Once the matter has been assessed as a PID, **Croydon Shire Council** will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by **Croydon Shire Council** in relation to the disclosure, which could include referring the matter to an external agency, or investigating
- the likely timeframe involved
- the name and contact details of the **Croydon Shire Council** support officer they can contact for updates or advice
- of the discloser's obligations regarding confidentiality
- the protections the discloser has under the PID Act
- the commitment of **Croydon Shire Council** to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the **Croydon Shire Council's** Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, **Croydon Shire Council** will not be able to acknowledge the PID or provide any updates.

6.7 Referring a PID

If **Croydon Shire Council** decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency
- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, **Croydon Shire Council** will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the [Crime and Corruption Act 2001](#)).

The confidentiality obligations of the PID Act permit appropriate officers of **Croydon Shire Council** to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by **Croydon Shire Council**.

6.8. Risk assessment and protection from reprisal

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, **Croydon Shire Council** will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering **detriment**, and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, **Croydon Shire Council** will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

Croydon Shire Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, **Croydon Shire Council** will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal
- manage any allegation of a reprisal as a PID in its own right.

6.9 Declining to take action on a PID

Under the PID Act, the **Croydon Shire Council** may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert **Croydon Shire Council** from the performance of its functions
- another agency with jurisdiction to investigate the information has informed **Croydon Shire Council** that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID **Croydon Shire Council** will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the Chief Executive Officer of **Croydon Shire Council** within 28 days of receiving the written reasons for decision.

6.10 Communication with disclosers

Under the PID Act, the **Croydon Shire Council** must give reasonable information to a discloser.

Croydon Shire Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the PID Act
- confidentiality obligations of the discloser and the **Croydon Shire Council**
- support arrangements.

Croydon Shire Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the PID Act, after finalising action in response to the PID, the **Croydon Shire Council** will advise the discloser in writing of the action taken and the results of the action.

6.11 Confidentiality

While **Croydon Shire Council** will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

Croydon Shire Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while **Croydon Shire Council** will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

6.12 Support for disclosers

Croydon Shire Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent **reasonable management action**. That means that the discloser will be continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

6.13 Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of **natural justice**
- obligation under the PID Act to protect **confidential information**
- obligation under the PID Act to protect officers from reprisal
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, **Croydon Shire Council** will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

6.14 Rights of subject officers

Croydon Shire Council acknowledges that for officers who are the subject of a PID the experience may be stressful. **Croydon Shire Council** will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

Information and support will be provided to a subject officer until the matter is finalised.

6.15 Record-keeping

In accordance with its obligations under the PID Act and the [Public Records Act 2002](#), **Croydon Shire Council** will ensure that:

- accurate data is collected about the receipt and management of PIDs
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

[illegible]

6.16 Supporting information

- [Public Interest Disclosure Standard No. 1/2019](#)
- [Public Interest Disclosure Standard No. 2/2019](#)
- [Public Interest Disclosure Standard No. 3/2019](#)
- [*Disclosure Fact sheet 1: What is a disclosure*](#)
- [*Disclosure Fact sheet 2: Checklist for making a disclosure*](#)
- [*Disclosure Fact sheet 3: Discloser information and support*](#)



Croydon Shire Council

Fees and Charges 2025-2026

Document Control

Responsible Officer: Director of Corporate Services

CEO Signature: _____

Date:

Category (tick):

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

Date	Head Policy	Resolution Number	Reason/Comment	Next review
21/05/2015		07/06/2015	Annual Review	June 2015
21/07/2016		07/08/2016	Annual Review	June 2017
20/07/2017		19/07/2017	Annual Review	June 2018
21/06/2018		08/06/2018	Annual Review	June 2019
25/10/2018		06/10/2018	Amend Caravan Park Fees	June 2019
17/05/2019		04-05/2019	Annual Review	June 2020
18/06/2020		12-07/2020	Annual Review	June 2021
17/06/2021		13-06/2021	Annual Review	June 2022
16/06/2022		16-06/2022	Annual Review	June 2023
13/07/2023		18-07/2023	Annual Review	June 2024
18/07/2024		21-01/2024	Amend Caravan Park Fees	June 2025
20/06/2024		21-06/2024	Annual Review	June2025
18/06/2025	POL STAT 04		Annual Review	June 2026
28/08/2025			Update Gym Fees and Charges	June 2026

Croydon Shire Council

Council as part of its budgetary process and under the legislation of the Local Government Act is required to adopt a Schedule of Fees and Charges each year.

Section 97 of Local Government Act 2009 prescribes the circumstances where a Local Government may set a cost-recovery fee. This section also prescribes that a cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged. Costs for services are reviewed annually, with the full cost recovery model applied wherever possible. The cost recovery fees represent the cost recovery fees set by Council at the date of the budget resolution. Council may alter any of the cost recovery fees in this booklet by resolution at any time prior to the next budget resolution. The cost recovery fees in this resolution have been set by reference to specified exemptions from GST determined by the Federal Government under Division 81 of the GST legislation. Council reserves the right to alter the GST status of any cost recovery fee in accordance with any changes made to the Division 81 list. All cost-recovery fees detailed are fixed in accordance with relevant State Government legislation, Council's Local Laws and Council policies.

AIRPORT

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Landing Fees				
Landing Fee (RFDS flights exempted)	21.00	Y	Commercial/Service Fee	
Passenger Fees				
Passenger Fees – per passenger for each take-off and landing (RFDS flights exempted)	16.00	Y	Commercial/Service Fee	
Aircraft Parking Charges				
6 months	520.00	Y	Commercial/Service Fee	
12 months	988.00	Y	Commercial/Service Fee	

Fees and Charges

ANIMAL CONTROL

Where an application fee is paid for an annual approval or annual licence starting from 1st July.

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Cats and Dogs				
Registration fee per whole dog / cat	12.00	N	Cost Recovery Fee	Animal Management (Cats and Dogs) Act 2008
Registration fee desexed dog / cat – must provide evidence	Free	N	Cost Recovery Fee	Animal Management (Cats and Dogs) Act 2008
Keeping of more than two dogs – per additional dog	50.50	N	Cost Recovery Fee	Local Government Act 2009, s97(1)(2)(a) Prescribed Activity Permit
Regulated dog – declared menacing	220.00	N	Cost Recovery Fee	Local Government Act 2009, s97(1)(2)(a)
Regulated dog – restricted or declared dangerous (must be desexed)	379.00	N	Cost Recovery Fee	Local Government Act 2009, s97(1)(2)(a)
Pensioner - Registration fee per whole dog / cat	9.00	N	Cost Recovery Fee	Animal Management (Cats and Dogs) Act 2008
Impoundment fee				
Impoundment fee – plus \$49.30 per day/night impounded	107.00	N	Cost Recovery Fee	Local Government Act 2009, s97(1)(2)(a)
Pound release fee	107.00	N	Cost Recovery Fee	Local Government Act 2009, s97(1)(2)(a)

Fees and Charges

BUILDINGS

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
<i>Application for building works</i>				
Application and assessment – Class 1a – Alterations and extensions	450.00	Y	Cost Recovery Fee	
Application – Class 1a and 1b – Buildings multiple units, duplex, multiple story, hostel, boarding house, etc.	POA	Y	Cost Recovery Fee	
Assessment – Class 1a and 1b – Buildings multiple units, duplex, multiple story, hostel, boarding house, etc	POA	Y	Cost Recovery Fee	
Application and assessment – Class 1a - Dwelling	579.00	Y	Cost Recovery Fee	
Application and assessment – Class 2 – 9 Commercial alterations	511.00	Y	Cost Recovery Fee	
Application and assessment – Class 2 – 9 Commercial shop fit out	358.00	Y	Cost Recovery Fee	
Application and assessment – Class 2 – 9 New commercial building	813.00	Y	Cost Recovery Fee	
Application and assessment – Class 10a – Buildings 0sqm to 60sqm	208.00	Y	Cost Recovery Fee	
Application and assessment – Class 10a – Buildings 61sqm to 150sqm	394.00	Y	Cost Recovery Fee	
Application and assessment – Class 10a – Buildings greater than 151sqm	469.00	Y	Cost Recovery Fee	
Application and Assessment – Class 10b – New swimming pool and fencing	358.00	Y	Cost Recovery Fee	
Application and Assessment – Class 10b – Retaining walls above 1m and fences above 2m	328.00	Y	Cost Recovery Fee	
Building permit private certifier lodgement	184.00	Y	Cost Recovery Fee	
Inspection or re-inspection	At cost	Y	Commercial / Service Fee	
Boundary Dispensation	309.00	Y	Cost Recovery Fee	

Fees and Charges

CARAVAN PARK

Caravan Park fees are set on an annual basis for the calendar year. Fees from July to December 2025 will use the fees set in the 2024/25 Fees & Charges Schedule and in January to June 2026 new fees will apply.

DESCRIPTION	FEE (\$) July to Dec 2025	FEE (\$) Jan to Jun 2026	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Single Unpowered Swag Only (not available to book online)	10.00	11.00	Y	Commercial / Service Fee	
Unpowered Site up to 4 pax*	25.00	26.00	Y	Commercial / Service Fee	
Powered Site up to 4 pax*	35.00	36.00	Y	Commercial / Service Fee	
*Additional Person on sites	5.00	6.00	Y	Commercial / Service Fee	
**Stay 7 pay 6 deal on Powered sites only					
King Single Room w/- Ensuite	100.00	104.00	Y	Commercial / Service Fee	
Double/Twin Motel Style Room w/- Ensuite 2 pax					
Additional Person (max 3 pax)	130.00	135.00	Y	Commercial / Service Fee	
Self-Contained Double Cabin 2 pax					
Additional Person (max 3 pax)	140.00	146.00	Y	Commercial / Service Fee	
Self-Contained Family Cabin 2 pax					
Additional Person (max 5 pax)	155.00	161.00	Y	Commercial / Service Fee	
2 Bedroom Cabin 2 pax					
Additional Person (max 4 pax)	185.00	192.00	Y	Commercial / Service Fee	
Accessible Cabin Single Rate					
Additional Person (max 2 pax)	140.00	146.00	Y	Commercial / Service Fee	
Double/Twin Pet Friendly Room w/- Ensuite 2 pax					
Additional Person (max 3 pax)	145.00	151.00	Y	Commercial / Service Fee	
*Additional Person per Cabin	15.00	16.00	Y	Commercial / Service Fee	

Fees and Charges

CEMETERY

Fees must be paid on application, prior to work commencing.

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Burial fee plot preparation includes cemetery service only	3,120.00	Y	Commercial / Service Fee	
Purchase of Coffin	At cost	Y	Commercial / Service Fee	

CHILDCARE SERVICE

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Full day per child per day	70.00	Y	Commercial / Service Fee	
Half day per child per day	44.00	Y	Commercial / Service Fee	
Late fee per child first 15 minutes	19.00	Y	Commercial / Service Fee	
Late fee per child per minute after first 15 minutes	1.60	Y	Commercial / Service Fee	
Holiday maximum 20 days per calendar year – 50% reduction of the fee		Y	Commercial / Service Fee	
After School Care per child per session – Prep to Yr 6	18.00	Y	Commercial / Service Fee	
Vacation Care per child per day – Prep to Yr 6	44.00	Y	Commercial / Service Fee	

COMMUNITY BUS

The use of the bus is restricted to bitumen roads outside the Shire. The hirer is to supply fuel.

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Vehicle damage and cleaning bond	936.00	N	Commercial / Service Fee	
Hire per day	432.00	Y	Commercial / Service Fee	

CUSTOMER SERVICE

DESCRIPTIONJ	FEES (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Advertising in the Bush Telegraph				
Advertising for non-profit organisation – no charge max 2 pages				
¼ page per issue	16.00	Y	Commercial / Service Fee	
½ page per issue	21.00		Commercial / Service Fee	
Full page per issue	31.00	Y	Commercial / Service Fee	
Binding				
Binding per bound article, coil & cover pages	16.00	Y	Commercial / Service Fee	
Laminating				
A4 Sheet	2.00	Y	Commercial / Service Fee	
A3 Sheet	5.00	Y	Commercial / Service Fee	

Fees and Charges

DESCRIPTIONJ	FEES (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Photocopying, Printing & Scanning				
A4 per copy per page up to 50 (black & white)	0.75	Y	Commercial / Service Fee	
A4 per copy per page over 50 (black & white)	0.65	Y	Commercial / Service Fee	
A3 per copy per page (black & white)	1.25	Y	Commercial / Service Fee	
A4 per copy per page up to 50 (colour)	1.25	Y	Commercial / Service Fee	
A4 per copy per page over 50 (colour)	1.05	Y	Commercial / Service Fee	
A3 per copy per page (colour)	2.30	Y	Commercial / Service Fee	
Other Services				
Key Cutting per key	25.00	Y	Commercial / Service Fee	

GYM MEMBERSHIP

Joining and membership fee is free of charge for Council Staff

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
New Gym Membership Joining Fee	30.00	N	Commercial / Service Fee	
3 x Months Membership	90.00	Y	Commercial / Service Fee	
6 x Months Membership	180.00	Y		
12 x Months Membership	360.00	Y		
Casual Membership – Per Session	\$5.00	Y		

Fees and Charges

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Access Key Replacement Charge – Non-CSC staff and CSC Staff	240.00	Y		

Fees and Charges

HOUSING

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Emp 1 – 78 Sircom Street – 3 bedrooms	233.00	N	Commercial / Service Fee	
Emp 2 – 29 Brown Street – 2 bedrooms	214.00	N	Commercial / Service Fee	
Emp 3 – 94 Sircom Street – 2 bedrooms	163.00	N	Commercial / Service Fee	
Emp 4 – 43 McArthur Street – 2 bedrooms	214.00	N	Commercial / Service Fee	
Emp 5 – 95 Alldridge Street – 2 bedrooms	163.00	N	Commercial / Service Fee	
Emp 6 – 11 Alldridge Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Emp 7 – 53 Francis Street – 2 bedrooms	214.00	N	Commercial / Service Fee	
Emp 8 – 38 Brown Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Emp 9 – 45 Mabel Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Emp 10 – 47 Mabel Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Emp 11 – 50 Samwell Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Emp 12 – 6 Temple Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Emp 13 - 1 Alldridge Street, Croydon – 3 bedrooms	310.00	N	Commercial / Service Fee	
Emp 14 - 3 Alldridge Street, Croydon – 3 bedrooms	310.00	N	Commercial / Service Fee	
Emp 15 - 15 Alldridge Street, Croydon – 3 bedrooms	310.00	N	Commercial / Service Fee	
Emp 16 - 17 Alldridge Street, Croydon – 3 bedrooms	310.00	N	Commercial / Service Fee	
Emp 17 – 52 William Street, Croydon – 3 bedrooms includes bath	320.00	N	Commercial / Service Fee	

Fees and Charges

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Emp 18 – 54 William Street, Croydon – 3 bedrooms includes bath	320.00	N	Commercial / Service Fee	
Comm 1 – 47 Brown Street – 4 bedrooms	259.00	N	Commercial / Service Fee	
Comm 2 – 37 Mabel Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Comm 3 – 41 Mabel Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Comm 4 – 10 Sircom Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Comm 5 – 17 Gardiner Street – 3 bedrooms	232.00	N	Commercial / Service Fee	
Caravan Park Caretakers Residence – 52-60 Brown Street – 2 bedrooms	163.00	N	Commercial / Service Fee	
Pen 1 – 75-83 Sircom Street – 1 bedroom	141.00	N	Commercial / Service Fee	
Pen 2 – 75-83 Sircom Street – 1 bedroom	141.00	N	Commercial / Service Fee	
Pen 3 – 75-83 Sircom Street – 1 bedroom	141.00	N	Commercial / Service Fee	
Pen 4 – 75-83 Sircom Street – 1 bedroom	141.00	N	Commercial / Service Fee	
Mowing of Council Owned House Dwelling Yard (If required as per housing policy by Council is to be charged at cost to the tenant)	At cost	Y	Commercial / Service Fee	

Fees and Charges

MINING COMPENSATION AGREEMENT

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Agreement processing fee (Fee is charged at actual cost - \$1,375.00 is charged initially plus actual costs if above \$1,375.00)	1,375.00	Y	Cost Recovery Fee	Local Government Act 2009, s97(1)(2)(a)

PLANNING AND DEVELOPMENT

DESCRIPTION	FEES (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Limited Planning and Development Certificate (Fee is charged at actual cost - \$209.00 is charged initially plus actual costs if it exceeds \$209.00)	209.00	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a)
Standard Planning and Development Certificate (Fee is charged at actual cost - \$345.00 is charged initially plus actual costs if it exceeds \$345.00)	345.00	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a)
Full Planning and Development Certificate (Fee is charged at actual cost - \$1,107.00 is charged initially plus actual costs if it exceeds \$1,107.00)	1,107.00 (base fee plus costs)	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a)
Hardcopy of Town Planning Scheme	At cost of copying document	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a)

Material Change of Use

Development Application for material change of use – Code assessable for all Zones and Precincts (Fee is charged at actual cost - \$1,232.00 is charged initially plus actual costs if it exceeds \$1,232.00)	1,232.00	Y	Cost Recovery Fee	Planning Act 2016
Development Application for material change of use – Impact assessable – all zones and Precincts (Fee is charged at actual cost - \$3,808.00 is charged initially plus actual costs if it exceeds \$3,808.00)	3,808.00	Y	Cost Recovery Fee	Planning Act 2016

Fees and Charges

DESCRIPTION	FEES (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Request for negotiated decision notice for material change of use	40% of applicable fee	Y	Cost Recovery Fee	Planning Act 2016
Reconfiguring a Lot				
Development Application for reconfiguring a lot (including a lease over 10 years) (Fee is charged at actual cost - \$1,262.00 is charged initially plus actual costs if it exceeds \$1,262.00) plus \$214.00 per new lot created	1,262.00	Y	Cost Recovery Fee	Planning Act 2016
Endorsement of Survey Plan – Base fee (\$946.00) plus \$47.00 per new lot created	946.00	Y	Cost Recovery Fee	Planning Act 2016
Re-endorsement of Survey Plan	357.00	Y	Cost Recovery Fee	Planning Act 2016
Request for negotiated decision notice for reconfiguration of lot	40% of applicable fee	Y	Cost Recovery Fee	Planning Act 2016
Operational Works				
Operational works application (Fee is charged at actual cost - \$886.00 is charged initially plus actual costs if it exceeds \$886.00)	886.00	Y	Cost Recovery Fee	Planning Act 2016
Other Town Planning Related Approvals				
All other planning related approvals not listed above (eg, Preliminary Approvals, Exemption Certificates, building works assessable against the planning scheme, etc)	POA	Y	Cost Recovery Fee	Planning Act 2016
Other Matters				
Application requiring fee determination				
Any Development Application which is deemed to be complex, unusual or of significant scale and likely to require significant additional assessment inputs (including the use of external consultants) will have an application fee determined based on actual costs to Council. Actual costs will include both internal and external assessment costs. Applicants should confirm during pre-lodgement discussions whether the application requires a fee determination. A cost estimate will be provided on request, but Council reserves the right to charge actual costs expended.				
Formal operational works pre-lodgement services & advice				

Fees and Charges

DESCRIPTION	FEES (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
The cost of external consultant's fees for any further assessment or advice required by Council in consideration of any application or submission and/or technical report will be charged to the applicant, including re-submissions. The cost must be paid prior to the delegate's or Council's final determination of the application with the applicant to be consulted prior to the engagement of external consultants or specialists				

PLUMBING AND DRAINAGE

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Application for plumbing and drainage approval	92.00	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a)
Assessment per fixture	22.00	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a)
Inspections	At cost	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a)

PRIVATE WORKS

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Any works where no set fee has been determined is to be charged as private works.				
Quote / Estimate	POA	Y	Commercial / Service Fee	
Mechanical & Engineering per hour with a minimum fee of \$110.00	At Cost	Y	Commercial / Service Fee	
Mowing Services (Residential) within the town boundary, per hour a minimum fee of \$110.00	At Cost	Y	Commercial / Service Fee	

REGULATORY SERVICES

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Commercial Use of Roads				
Application for permit	225.00	Y	Cost Recovery Fee	
Food Business / Licences				
Application for annual food business licence (new)	395.00	Y	Cost Recovery Fee	Food Act 2006, s31, 52, 85
Application for annual food business licence (renewal)	360.00	Y	Cost Recovery Fee	Food Act 2006, s31, 52, 85
Home Base	P.O.A	Y	Cost Recovery Fee	
Food Van – evidence of food licence from other Council in QLD	50.00	Y	Cost Recovery Fee	
Temporary licence (maximum 3 continuous days) (no charge for not-for-profit organisations)	75.00	Y	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)
Food business re-inspection	At cost	Y	Cost Recovery Fee	Food Act 2006, s31, 52, 85
Prescribed Activities				
The prescribed activities under Subordinate Local Law No 1 (Administration) 2023 are located on the Council website https://www.croydon.qld.gov.au/about-council/council-information/local-laws . Activities are specific associated to stated schedules.				
Alteration or improvement to local government controlled areas and roads	14.50		Cost Recovery Fee	Schedule 7
Commercial use of local government controlled areas and roads – (a) general	300.00		Cost Recovery Fee	Schedule 8
Commercial use of local government controlled areas – (b) landing and mooring approvals	300.00		Cost Recovery Fee	Schedule 8
Commercial use of local government controlled areas – (c) vending	300.00		Cost Recovery Fee	Schedule 8
Establishment or occupation of a temporary home	300.00		Cost Recovery Fee	Schedule 9

Fees and Charges

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Installation of advertising devices	300.00		Cost Recovery Fee	Schedule 10
Keeping of animals where permit is required (For fees Refer to ANIMAL CONTROL/ANIMAL CONTROL)	As referenced		Cost Recovery Fee	Schedule 11
Operation of camping grounds	1,500.00		Cost Recovery Fee	Schedule 12
Operation of caravan parks	1,500.00		Cost Recovery Fee	Schedule 14
Operation of cemeteries	1,500.00		Cost Recovery Fee	Schedule 15
Operation of public swimming pools	1,500.00		Cost Recovery Fee	Schedule 16
Operation of shared facility accommodation	1,500.00		Cost Recovery Fee	Schedule 17
Operation of temporary entertainment events	1,500.00		Cost Recovery Fee	Schedule 18
Disturbance of human remains buried outside a cemetery	Nil		Cost Recovery Fee	Schedule 19
Burial or disposal of human remains outside a cemetery	Nil		Cost Recovery Fee	Schedule 20
Disturbance of human remains in a local government cemetery	Nil		Cost Recovery Fee	Schedule 21
Driving or leading of animals to cross a local government-controlled area or road	300.00		Cost Recovery Fee	Schedule 22
Depositing of goods or materials on a local government-controlled area or road	Nil		Cost Recovery Fee	Schedule 23
Holding of a public place activity	Nil		Cost Recovery Fee	Schedule 24
Bringing or driving motor vehicles onto a park or reserve	300.00		Cost Recovery Fee	Schedule 25
Bringing or driving prohibited vehicles onto motor vehicle access areas	300.00		Cost Recovery Fee	Schedule 26
Carrying out works on a road or interfering with a road or its operation	300.00		Cost Recovery Fee	Schedule 30
Undertaking scientific research in a trust area	Nil		Cost Recovery Fee	Schedule 32

Fees and Charges

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Camping within a camping site in a trust area	Nil		Cost Recovery Fee	Schedule 33
Stock on Reserves				
Application for permit	224.00	Y	Cost Recovery Fee	
Agistment fee per head of stock per week	3.00	Y	Cost Recovery Fee	
Caravan Parks and Camping				
Application for permit – less than 1 month	Nil	Y	Cost Recovery Fee	
Application for permit – greater than 1 month	215.40	Y	Cost Recovery Fee	

RIGHT TO INFORMATION & INFORMATION PRIVACY

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Right to Information access application	As per regulation	Y	Cost Recovery Fee	
Right to Information access application processing charge per 15 minutes	As per regulation	Y	Cost Recovery Fee	
Right to Information access application photocopying charge per black and white A4 page	As per regulation	Y	Cost Recovery Fee	
Information Privacy Access	As per regulation	Y	Cost Recovery Fee	

Fees and Charges

SEARCHES

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Rates search	182.00	Y	Cost Recovery Fee	
Rates search with water meter reading	267.00	Y	Cost Recovery Fee	
Building approval search	182.00	Y	Cost Recovery Fee	

Fees and Charges

VENUE HIRE

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Hire fees will be waived for Croydon Shire not-for-profit community organisations.				
All facilities include the use of tables, chairs, BBQ's and electrical catering equipment. BBQ's and electrical catering equipment will not be hired outside of Council facilities.				
A cleaning deposit of \$200 is to be paid prior to the hire of facilities. Deposit will be refunded after the hire and upon satisfactory inspection of the hired facility.				
Council Admin building (old library)				
Office Room only	66.00	Y	Commercial / Service Fee	
Doris Casey Memorial Hall				
Hire – includes tables, chairs, visual equipment	304.00	Y	Commercial / Service Fee	
Office Room only	66.00	Y	Commercial / Service Fee	
Lake Belmore				
Hire – includes tables, chairs, BBQ's and electrical catering equipment	225.00	Y	Commercial / Service Fee	
Recreation Grounds				
Hire – includes tables, chairs, BBQ's and electrical catering equipment	304.00	Y	Commercial / Service Fee	
Rodeo Grounds & Yards				
Hire – includes tables, chairs, BBQ's and electrical catering equipment	304.00	Y	Commercial / Service Fee	
Spelling of stock at rodeo yards – per head of stock per night	1.55	Y	Commercial / Service Fee	
Table and Chair Hire – within Croydon Shire only				
Table per day/night	6.00	Y	Commercial / Service Fee	
Chair per day/night	1.30	Y	Commercial / Service Fee	

Fees and Charges

WATER CONNECTION

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Connection – includes installation of water meter within town boundary	1,403.00	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a) Water Supply (Safety and Reliability) Act 2011, s164, 167, 167
Disconnection	304.00	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a) Water Supply (Safety and Reliability) Act 2011, s164, 167, 167
Replacement of damaged meter	390.00	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a) Water Supply (Safety and Reliability) Act 2011, s164, 167, 167
Special water meter reading	128.00	Y	Cost Recovery Fee	Local Government Act 2009, s97(2)(a) Water Supply (Safety and Reliability) Act 2011, s164, 167, 167

WASTE & WASTEWATER

DESCRIPTION	FEE (\$)	GST	COST RECOVERY / COMMERCIAL / SERVICE FEE	LEGISLATION / LOCAL LAW / RELEVANT PROVISION
Purchase of Wheelie Bin	\$150.00	Y	Commercial / Service Fee	
Pumping and removal of septic tank waste (Fee is charged at actual cost - \$500.00 is charged initially plus actual cost if it exceeds initial cost) (Septic pumping outside of the town boundary will incur additional travel plus other incurred costs)	At cost	Y	Commercial / Service Fee	