



CARPENTARIA SHIRE

Outback by the Sea

***SPECIAL MEETING
BUSINESS PAPER***

15 JULY, 2020

BUSINESS PAPERS

NOTICE OF MEETING

COUNCILLORS:

| | |
|---------------------|-------------|
| Mayor Jack Bawden | Chairperson |
| Cr Ashley Gallagher | |
| Cr Bradley Hawkins | |
| Cr Andrew Murphy | |
| Cr Peter Wells | |
| Cr Craig Young | |
| Cr Amanda Scott | |

Please find attached the Agenda for the Special Budget Meeting to be held in the Council Chambers, Haig Street, Normanton commencing at 9:00am.

Mark Crawley
CHIEF EXECUTIVE OFFICER

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- 1 OPENING OF MEETING**
- 2 RECORD OF ATTENDANCE**

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3 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

3.1 2020/2021 REVENUE POLICY

Attachments: 3.1.1. 2020-2021 Revenue Policy [↓](#)
Author: Justin Hancock - Director of Corporate Services
Date: 9 July 2020

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

The 2020/2021 Carpentaria Shire Council Budget, as presented, has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. Pursuant to section 169 of the *Local Government Regulation 2012*, Council must prepare and adopt an annual budget which includes various policies and guidelines as well as financial statements prepared on an accrual basis for the 2020/2021 Financial Year and which must include future budget projections over the subsequent nine years which allow for the measures in financial sustainability.

OFFICERS RECOMMENDATION:

That pursuant to Section 170 of the *Local Government Regulation 2012* and Section 193(3) of the *Local Government Regulation 2012*, Council resolve to adopt the 2020/2021 Revenue Policy (Attachment 1) for inclusion in the 2020-21 Budget.

Background:

Section 104 of the *Local Government Act 2009* requires a local government to establish a system of financial management including a revenue policy.

Section 169(2)(c) of the *Local Government Regulation 2012* requires that the Council's Budget incorporates a Revenue Policy. This policy sets out the principles that Council will apply when raising revenue and refers to all matters relating to rates, fees, charges, concessions, rates rebates, reserves, community service obligations and the recovery of rates and charges.

The Revenue Policy must also be in compliance with Section 193 of the *Local Government Regulation 2012*.

Section 193 is set out as follows:

Revenue policy

- (1) A local government's revenue policy for a financial year must state—
 - (a) the principles that the local government intends to apply in the financial year for—
 - (i) levying rates and charges; and
 - (ii) granting concessions for rates and charges; and

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- (iii) recovering overdue rates and charges; and
 - (iv) cost-recovery methods; and
 - (b) if the local government intends to grant concessions for rates and charges—the purpose for the concessions; and
 - (c) the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.
- (2) The revenue policy may state guidelines that may be used for preparing the local government's revenue statement.
- (3) A local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

The Revenue Policy has been reviewed and no changes have been identified.

The proposed Revenue Policy is legislatively compliant and is appropriate for use in the 2020/2021 Budget.

Consultation (Internal/External):

- Councillors
- Chief Executive Officer – Mark Crawley
- Directors
- Other Council Staff – Various Managers & Officers

Legal Implications:

- Local Government Act 2009 Section 104
- Local Government Regulation 2012 Sections 169, 170 and 193

Financial and Resource Implications:

- The Financial Plans provide the framework for the future financial direction of Council.

Risk Management Implications:

- The Financial Plans are prepared in order for Council's future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of these Financial Plans must be implemented to ensure statutory compliance.

Corporate Plan Reference:

- Governance
Goal: A well governed, responsive Council, providing effective leadership and management, and respecting community values.

Operational Plan Reference:

- Strategic Management of Council
- Implement sustainable financial management and effective procurement practices



CORPORATE POLICY

POL_E_CSF_006
Corporate Services
Finance

2020/2021 REVENUE POLICY

Adopted on XX/XX/XXXX by Council Resolution No. XXXX/XXX

1. POLICY STATEMENT

- 1.1 The Revenue Policy is intended to be a strategic document. Its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue, and setting of funds aside into reserves.
- 1.2 The legislative authority for the Revenue Policy are:
 - (a) *Local Government Act 2009*, Chapter 4, Part 3, Sections 104(5); and
 - (b) *Local Government Regulation 2012*, Chapter 5, Part 5, Section 193.

2. PRINCIPLES

- 2.1 A local government must prepare a Revenue Policy each financial year pursuant to section 104 of the *Local Government Act 2009*. The purpose of the policy is to identify the planning framework within which Council operates.
- 2.2 The Revenue Policy must state -
 - 2.2.1 The principles that the local government intends to apply in the financial year for:
 - i. Levying of rates and charges; and
 - ii. Recovering overdue rates and charges; and
 - iii. Granting rebates and concessions; and
 - iv. Cost recovery fees.
 - 2.2.2 If the local government intends to grant concession for rates and charges – the purpose for the concessions; and
 - 2.2.3 The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development; and
 - 2.2.4 The amount of each reserve to be kept in the operating fund and the way in which the local government intends to ensure funding is available to support the purpose of each reserve.
(The following policy has been prepared in accordance with the above requirements).
- 2.3 **Principles used for the levying of Rates and Charges**

In general Council will be guided by two (2) principles in the making of rates and charges so as to equalise the impact of rating on the efficiency of the local economy. These are the Equity Principle and the Benefit Principle (also called the User Pays Principle).

Equity Principle – Council will aim to ensure that all sectors of the rate paying community contribute equitably to the rates revenue of the Council. This means that in determining the level of rates and charges, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking into account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

The general basis for determining rates is the valuation of rateable land as determined under the Land Valuation Act 2010, however differential general rating will be applied to achieve a more equitable relationship between the contribution to rates revenue that Council considers appropriate where the highest and best use of the land is taken into consideration, for a more equitable outcome than could be achieved if a simple (i.e. single rate in the dollar) general rating scheme were to be adopted.

Benefit (User Pays) Principle – at a minimum, ratepayers should contribute rates which reflect the cost of providing Council's services to rateable properties in each sector of the community based on the most appropriate category for the rateable land. Wherever possible, this should be reflected in the minimum rate for each rating category.

Council will also have regard to the principles of:

- Transparency in the making of rates and charges.
- Having in place a rating regime that is simple and inexpensive to administer; and
- Flexibility to take account of changes in the local economy.

Principles used for levying of rates

In levying rates Council will apply the principles of:

- Making clear what is the Council's and each ratepayer's responsibility to the rating system.
- Making the levying system simple and inexpensive to administer; and
- Timing the levy of rates to take into account the financial cycle of local economy activity, in order to assist smooth running of the local economy.

2.4 Principles used for Granting of Concessions for Rates and Charges

In considering the application of concessions, Council will be guided by the principles of:

- Fairness and social conscience by having regard to the different levels of ability to pay within the local community.
- The same treatment for ratepayers with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions; and
- Flexibility to allow Council to respond to local, State, National or broader economic, environmental or other issues that have a significantly adverse impact on a ratepayers ability to pay rates and charges.

Council may also give consideration to granting a class concession in the event all or part of the local government area is declared a natural disaster area by the State or Federal Government or a similar event which has a significant impact on ratepayers within the local government area

2.5 Principles used for Recovering Overdue Rates and Charges

Council will exercise its rate recovery powers in order to adjust to ratepayer cash flows so as to minimise the overall rate burden on ratepayers. It will be guided by the principles of:

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations.
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective.
- Equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
- Flexibility by responding where necessary to changes in the local economy.

2.6 Principles to be applied for Cost-Recovery Fees

Section 97 of the *Local Government Act 2009* allows Council to set cost-recovery fees by resolution or local law.

The Council recognises the validity of fully imposing the user pays/benefit principle for its cost-recovery fees, unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals. This is considered to be the most equitable and effective revenue approach and is founded on the basis that the Council's rating base should not subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost-recovery fees, Council will be cognizant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which the fee applies.

2.7 Purpose of Concessions

See paragraph 2.4 (above).

2.8 Funding of Physical and Social Infrastructure Costs

Council requires property developers to pay reasonable and relevant contributions towards the cost of infrastructure required to support the development. Specific charges are detailed in the policies and other material supporting Council's town planning schemes.

These policies are based on normal anticipated growth rates. Where a new development is of sufficient magnitude to accelerate the growth rate of a specific community within the Region, it may be necessary to bring forward social infrastructure projects. Where this occurs, Council expects developers to meet sufficient costs so that the availability of facilities is not adversely affected and so that existing ratepayers are not burdened with the cost of providing the additional infrastructure.

2.9 Operating Fund Reserves

Council will maintain 11 classes of reserves within its operating fund. These are:

- Land Development Reserve
- Sewerage Reserve
- Water Reserve
- Plant Replacement Reserve
- Airport Reserve
- Sustainability Reserve
- Future Capital Works Reserve
- Capital Grants Reserve
- Operating Grants Reserve
- Operating Expenditure Reserve
- Quarry Rehabilitation Reserve

Council during its budget deliberations examines the purposes of its reserves to ensure that the reserves are used for that purpose or a purpose that is not inconsistent. Those reserves that are intended to be ongoing will be supported by transfers from operations and these transfers are included in Council's adopted budget.

3. SCOPE

This policy applies to the revenue and rating functions of Council.

4. REPEAL

This policy repeals all previous versions of policies relating to the Revenue Policy.

5. RESPONSIBILITIES

5.1 This Policy is to be implemented by all Elected Members and Officers; and

5.2 The responsible officer for this Policy is the Director Corporate Services who is required to monitor its adequacy and effectiveness and recommend appropriate changes to Council.

6. REVIEW

The *Local Government Act 2009* and *Local Government Regulation 2012* require Council to prepare a new Revenue Policy for each financial year.

7. RESOLUTION

Adopted by Council on the XX XXXX XXXX by Council Resolution XXXX/XXX

_____ / / _____
Chief Executive Officer Date

DRAFT

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3.2 2020/2021 ANNUAL OPERATIONAL PLAN

| | |
|---------------------|---|
| Attachments: | 3.2.1. Operational Plan 2020-2021 ↓ |
| Author: | Justin Hancock - Director of Corporate Services |
| Date: | 9 July 2020 |

Key Outcome: 5.1 - Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.6 Council develops, implements and submits all plans and reports as required under legislation and Council's policies.

Executive Summary:

Council must prepare and adopt an operational plan on an annual basis.

RECOMMENDATION:

That Council adopts the 2020/2021 Operational Plan pursuant to and in accordance with Section 174 of the Local Government Regulation 2012.

Background:

Pursuant to section 174 of the *Local Government Regulation 2012*, Council must prepare and adopt an operational plan for each financial year. Council must also discharge its responsibilities in a way that is consistent with the annual operational plan.

The operational plan has been drafted to ensure consistency with Council's operational structure and outlines the key capital works projects included in Council's budget deliberations. Further legislative requirements, such as the financial documents, and planning and accountability documents, are included in the operational plan.

The Chief Executive Officer will present a report to Council every three months on progress towards implementing the annual operational plan.

Consultation (Internal/External):

- Councillors
- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- Managers and Supervisors - Various

Legal Implications:

- Adoption of the plan satisfies the legal requirements under the *Local Government Act 2009*.

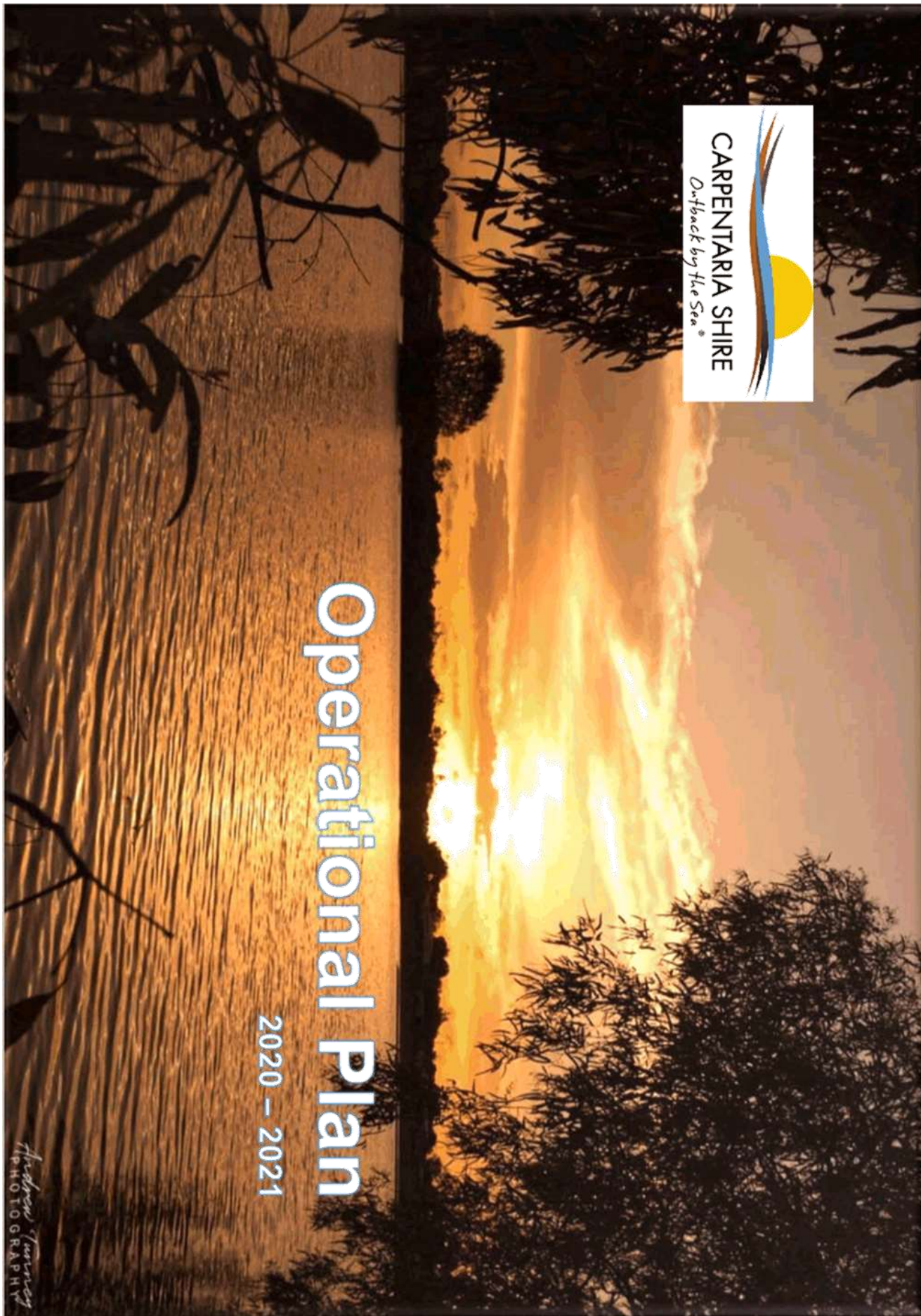
Financial and Resource Implications:

- The plan is directly linked to the budget and all matters will be undertaken pursuant to the adopted budget and plan.

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Risk Management Implications:

- The plan is drafted in accordance with legal requirements, so little or no risk exists. From an operational perspective, the risk is that the capital works program may not be able to be completed due to various issues, including resourcing issues, the effects of the wet season and other outside factors. However, such matters can be reviewed during the course of the year and Council is able to amend the operational plan by resolution during the year if necessary.



Operational Plan 2020-2021

Introduction

The Operational Plan is part of the important strategic documents in relation to the Integrated Planning Framework that Council operates within under legislation. The Operational Plan is a requirement under the Local Government Regulation 2012 and this plan has been prepared in accordance with those requirements.

The Operational Plan must –

- a) Be consistent with the annual budget; and
- b) State how the local government will-
 - i. Progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
 - ii. Manage operational risks; and
- c) Include an annual performance plan for each commercial business unit of the local government.

a) Consistent with the Annual Budget

In accordance with the *Local Government Regulation 2012*, Council's Budget 2020-2021 was developed in accordance with, and is directly aligned to, the Operational Plan 2020-2021.

b) (i) Progress the implementation of the Corporate Plan

The Operational Plan focuses specifically on the Key Strategic Themes identified in the Corporate Plan and not the day to day delivery of other services, activities and programs, but seeks to highlight the planned actions and activities for the year that will further advance Council's Key Strategic Themes of:-

- Culture
- Community
- Natural Environment
- Built Environment
- Infrastructure and Asset Management
- Economy
- Governance
- Innovation and Technology

b) (ii) Managing Operational Risk

Carpentaria Shire Council has adopted a comprehensive Risk Management Framework which details how the organisation manages its risks. Council and the Executive Leadership Team are committed to the management of risk through entrenching appropriate enterprise risk management strategies to identify, treat and monitor organisational risks whilst ensuring maximisation of opportunities. Council monitors its strategic and operational risks on a continual basis through the Audit, Risk and Business Improvement Committee.



WORKPLACE HEALTH AND SAFETY

Council is committed to providing a safe, healthy and productive working environment for our workers, contractors and visitors to the workplace. Council's commitment is met through the conduct of regular toolbox meetings and compliance with Worksafe Plan. Adopting and promoting the provisions of the Work Health and Safety Act 2011 and its associated Regulations, Code and Standards is paramount, together with significant importance placed on the areas of hazard/risk management, injury prevention strategies and a focus of continual improvement will ensure WH&S plans are achieved.

c) Annual Performance Plan for Commercial Business Units

At the commencement of the 2020-2021 financial year, Carpentaria Shire Council did not have any commercial business units, however Council will reassess legislative criteria and make a determination as required.

Performance Reporting

The Operational Plan 2020-2021 will serve as the foundation for regular quarterly reporting of organisational progress of short and long term objectives. Furthermore, Council will conduct statutory annual reviews of organisational performance and report the results in an annual report.

Strategic Framework

The Operational Plan translates the Key Strategic Themes set out in our five-year Corporate Plan into key initiatives to be undertaken throughout the Financial Year. Our performance is reported each quarter by the Chief Executive Officer in a report to the Council and Community. At year end an Annual Review against the Corporate Plan is prepared by the Chief Executive Officer and reported in the Annual Report.



Operational Plan 2020-2021

| Function | Programme | Service |
|-------------------|-------------------------------------|-------------------------------|
| Culture | Human Resource Management | Recruitment & Selection |
| | | Learning & Development |
| | | Performance Management |
| | | Industrial Relations |
| | | Workplace Health & Safety |
| Community | Arts & Culture | RADF / Galleries |
| | | Community Development |
| | | Community Health |
| | | Community Infrastructure |
| | | Community Services |
| | Disaster Management | Preparedness |
| | | Emergency Response / Recovery |
| | | Sport & Recreation |
| | | Sports Grounds |
| | | Swimming Pools |
| | | Sports Centres |
| | | Parks & Open Spaces |
| | | Natural Environment |
| | | Bio-security |
| | | Natural Resource Management |
| | Environmentally Relevant Activities | Pest and Weed Management |
| | | Sewerage |
| | | Waste Management |
| | | Quarries |
| | | |
| Built Environment | Town Planning | |
| | | Engineering Services |
| | | Operations |
| | | Fleet & Plant |
| | | |

Operational Plan 2020-2021

| Function | Programme | Service |
|-------------------------------------|----------------------------|-----------------------|
| Infrastructure and Asset Management | Infrastructure | Roads |
| | Asset Management | Water Supply |
| | | |
| Economy | Economic Development | |
| | Tourism | Visitor Information |
| | Regional Development | |
| Governance | Administration | Complaints Management |
| | | Records Management |
| | | Local Laws |
| | Executive Services | Customer Service |
| | Financial Management | Member Services |
| | | Community Engagement |
| | | Procurement |
| | | Accounts |
| | Risk Management | |
| | Organisational Development | |
| Innovation and Technology | | Website |
| | | |

Operational Plan 2020-2021

1 Culture

| Corporate Outcomes | | Strategic Actions | |
|---|-------|---|--|
| 1.1 Responsive and effective service delivery | 1.1.1 | Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours. | |
| | 1.1.2 | Develop and maintain healthy and safe working conditions and regularly review workplace health and safety practices. | |
| | 1.1.3 | Deliver professional development opportunities and pathways for all employees. | |
| | 1.1.4 | Support business operations with effective workforce planning including recognising emerging technologies and transitioning employment opportunities. | |
| | 1.1.5 | Attract and retain a skilled workforce through implementation of contemporary human resource practices and organisation development. | |

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------------------------|------------------------|-------|---|--|-----------|------------|-------------------|-----|
| Human Resource Management | Performance Management | 1.1.1 | <ul style="list-style-type: none"> Development and implementation of a performance management system that provides feedback for all employees in regard to job performance and satisfaction. | <ul style="list-style-type: none"> Performance Management for all staff in place by 30 March 2021 | | | | MHR |
| | | 1.1.3 | <ul style="list-style-type: none"> Development of a training calendar which promoted and creates an environment for career pathways and multi-skilling opportunities | <ul style="list-style-type: none"> All training programs identified in the training calendar are undertaken with 95% attendance | \$130,000 | | | MHR |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|---------------------------|-------|---|--|--------|------------|-------------------|------------|
| | Recruitment & Selection | 1.1.4 | <ul style="list-style-type: none"> Undertake a Review of Payroll processes and Employment Entitlements Application for apprentice and trainee positions for the 2020-2021 intake, with a focus on enhancing local employment | <ul style="list-style-type: none"> Review to be undertaken and report provided - 30 September 20 Successful filling of positions funded under the program | | | | CEO MHR |
| | Industrial Relations | 1.1.5 | <ul style="list-style-type: none"> Continue with open and fair enterprise bargaining negotiations Provide a standard of employee housing that encourages a stable workforce | <ul style="list-style-type: none"> Enterprise bargaining completed before the end of calendar year | | | | CEO MHR |
| | Workplace Health & Safety | 1.1.2 | <ul style="list-style-type: none"> Maintain compliant and effective Occupational Health & Safety Plan Implement Annual WHS Management through Quarterly Action Plans Undertake a review of the camp accommodation standard for operational works staff. With a focus on a safe and comfortable work environment. | <ul style="list-style-type: none"> Audit results must always remain above the 70% threshold Quarterly Action Plans are presented to the CEO at the end of each quarter Review undertaken and trial of new accommodation to be undertaken in 2021. | | | | MHR DOE |

2 COMMUNITY

| Corporate Outcomes | | Strategic Actions | |
|---|--|---|--|
| 2.1 A creative, educated community | | 2.1.1 Identify and promote opportunities for arts, cultural expression and the development of creative industries. | |
| | | 2.1.2 Ensure cultural facilities and programming meets the needs of the community and regional development. | |
| | | 2.1.3 Provide contemporary library facilities and services across the region to meet the needs of the community. | |
| 2.2 An active and healthy community | | 2.2.1 Plan and provide an integrated and accessible network of open space. | |
| | | 2.2.2 Plan and provide facilities and programs that enable participation in sport and recreation. | |
| | | 2.2.3 Establish partnerships with stakeholders to increase opportunity for participation in sport, recreation and community activity. | |
| 2.3 A safe, sustainable and resilient community | | 2.3.1 Maintain and improve health standards including food safety, immunisation and public health. | |
| | | 2.3.2 Maintain and improve environmental standards including animal and pest management. | |
| | | 2.3.3 Improve community safety through design, information and programs. | |
| | | 2.3.4 Enhance disaster management preparedness and capability in collaboration with the community. | |
| | | 2.3.5 Develop and implement effective community information and education programs in collaboration with key community stakeholders. | |
| 2.4 A connected and inclusive community | | 2.4.1 Build social capital through provision of accessible community infrastructure and programs. | |
| | | 2.4.2 Provide equitable access to and advocate for a range of services, programs and facilities to address disadvantage and foster inclusion. | |

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|-----------------------|----------------|-------|--|---|----------|------------|-------------------|------|
| Community Development | Arts & Culture | 2.1.1 | <ul style="list-style-type: none"> Seek grants for arts and cultural activities and facility development Support Regional Arts Development Fund (RADF) initiatives | <ul style="list-style-type: none"> 90% success rate on grant applications submitted 100% of RADF grant expended | \$30,000 | | | MECD |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|-------------------|-------|---|--|----------|------------|-------------------|------|
| | Cultural Heritage | 2.1.2 | <ul style="list-style-type: none"> Identify cultural and natural heritage assets of the shire Work with traditional owners and local indigenous groups to identify and preserve significant sites Seek funding to implement opportunities identified in the cultural heritage plan | <ul style="list-style-type: none"> All assets identified are maintained in a database All significant sites are captured and supervised significance to limit disturbance 100% of funding opportunities pursued | | | | DCS |
| | Events | 2.4.1 | <ul style="list-style-type: none"> Recognise community achievements through continued celebration of Anzac and Australia Day celebrations Development of an Events Calendar in consult with others | <ul style="list-style-type: none"> Community events planned and run by Council have a good attendance rate 5% clash rate for events on similar weekends as other Council areas | \$86,000 | | | MECD |
| | Employment | 2.4.1 | <ul style="list-style-type: none"> Review the projects listing established to support employment opportunities and attracts funding within the Shire Invitation to local residents for access to | <ul style="list-style-type: none"> Undertake quarterly reviews of establish project listing and pursue 100% of funding opportunities available. | | | | ALL |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|----------|-------|--|--|-----------|------------|-------------------|------------|
| | | 2.3.5 | <ul style="list-style-type: none"> Help develop community awareness of new technologies and digital applications Establish a community conference/ meeting facility. | <ul style="list-style-type: none"> Information session arranged through representatives of the Department. Seek funding to support a community conference/ meeting facility. | | | | DCS |
| | Services | 2.4.2 | <ul style="list-style-type: none"> Implement renewable energy initiatives identified as part of the Energy Management Plan. Complete the extension of fibre optic cable from Normanton to Karumba and advocate for | <ul style="list-style-type: none"> Undertake a tender for the installation of Solar PV Units. Project completed in accordance with funding guidelines by 30 September 2020 | \$539,000 | | | CEO DCS |
| | | | <ul style="list-style-type: none"> Complete the extension of fibre optic cable from Normanton to Karumba and advocate for | <ul style="list-style-type: none"> Project completed in accordance with funding guidelines by 30 September 2020 | \$2.49M | | | |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|----------------------|---------------------|-------|---|---|--------|------------|-------------------|------------|
| Community Resilience | Disaster Management | 2.3.4 | <ul style="list-style-type: none"> Maintain a current Local Disaster Management Plan Provide ongoing training for all LDMG members Advocate for, and develop aerodrome facilities that enhance RFDS access to remote areas of the shire | <ul style="list-style-type: none"> Monitor Department of Innovation website and pass on opportunities for the community Plan reviewed and endorsed by Council & LDMG – December 20 90% attendance at training session for members and LDMG Applications completed for funding to improve facilities as they are announced | | | | CEO |
| | Emergency Response | | <ul style="list-style-type: none"> Support and provide funding and resources to Shire emergency services groups Promote recruitment of volunteers to the Rural Fire Service and State Emergency Services Development of a business case for a new emergency services centre to | <ul style="list-style-type: none"> 100% of available grant funds expended in accordance with criteria Call for volunteers completed prior to wet season. Second round called prior to 30 June 2021. | | | | DCS CEO |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|---------|------|---|---|----------|------------|-------------------|----|
| | | | <ul style="list-style-type: none"> support SES, Rural Fire and Emergency Services throughout disaster events. Installation of additional telecommunication towers on the Norman River to help support resupply operations during disaster events. | <ul style="list-style-type: none"> Finalise designs and source funding for a new emergency services centre. Project completed in accordance with funding guidelines by 31 December 2020 | \$85,000 | | | |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------------------|--------------------|-------|--|---|----------|------------|-------------------|-------------|
| Community Wellbeing | Health | 2.3.1 | <ul style="list-style-type: none"> Advocate for appropriate health needs and community expectations to services providers Advocate for essential Government services to be retained and/or provided to cater for communities needs Advocate to improve health outcomes through regional networks Provide information, education and training regarding public health issues and compliance | <ul style="list-style-type: none"> Advocacy Action Plan developed by 30 December 2020 identifying the advocacy actions to be undertaken by the Council during the financial year | | | | MECD |
| | | 2.3.2 | <ul style="list-style-type: none"> Provide measures to eradicate vermin and insect epidemics Implement strategies to improve public awareness of Singapore Ants. | <ul style="list-style-type: none"> Immediate call to action when identified within the Shire Undertake two community awareness campaigns during the financial year | \$96,000 | | | DCS MECD |
| | Sport & Recreation | 2.2.2 | <ul style="list-style-type: none"> Complete upgrades to the John Henry Oval to support the development and ongoing operations of Sports and Recreation groups | <ul style="list-style-type: none"> Project completed in accordance with funding guidelines by 30 June 2021 | \$1M | | | MECD |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|---------------------|-------|---|---|--------|------------|-------------------|-------------|
| | | 2.2.3 | <ul style="list-style-type: none"> Conduct an awareness session for current and new community groups that promotes good practice for events and maintenance of their infrastructure. | <ul style="list-style-type: none"> Session conducted in conjunction with State Department of Sport and Recreation before 31 December 2020 | | | | MECD |
| | Parks & Open Spaces | 2.2.1 | <ul style="list-style-type: none"> Seek funding to develop a plan for the staged development of parks, gardens and streetscapes using low maintenance and water efficient plant species and designs, taking into account the individuality of each community | <ul style="list-style-type: none"> Funding sought through next stage of Maturing the Infrastructure Pipeline Program (when released) | | | | MECD |
| | Youth | 2.4.1 | <ul style="list-style-type: none"> Development of a series of programs for young people in consultation with Inter Agency Group. Seek funding for the development of a 5 year Youth Strategy. | <ul style="list-style-type: none"> Two new initiatives developed for youth in reporting period Dependent on success of sourcing grant funding | | | | MECD CEO |

Operational Plan 2020-2021

3 Natural Environment

| Corporate Outcomes | Strategic Actions |
|--|--|
| 3.1 Green spaces, natural areas and natural resources are protected and well managed | 3.1.1 Plan and manage open space, parkland and natural areas to eradicate pests and noxious weeds and promote biodiversity, water quality and community use. |

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|-----------------------------|-----------------|-------|---|--|-----------|------------|-------------------|-----|
| Bio-security | Pest Management | 3.1.1 | <ul style="list-style-type: none"> Manage noxious weeds, pest animals (in particular wild dogs) and disease in the shire in accordance with the Shire Biosecurity Plan Through the NWQROC and regional NRM groups seek regional cooperation to establish stronger compliance measure to control pest plants and animals and other biologicals | <ul style="list-style-type: none"> Implement measures to control noxious weeds and pest animals in accordance with Councils Biosecurity Plan. Active participation in meetings to ensure a successful approach to controlling pests on a Regional basis | \$105,000 | | | DCS |
| Natural Resource Management | | 3.1.1 | <ul style="list-style-type: none"> Finalise phases 3 – 6 of the Coastal Hazard Adaptation Study Develop a business case incorporating recreational use (Rock Pool) for the foreshore at Karumba Make representations regarding land use | <ul style="list-style-type: none"> Project completed in accordance with funding guidelines by 30 June 2021 Planning & Business Case completed for the development of Rock Pool – | \$200,000 | | | CEO |

Operational Plan 2020-2021

| | | | | | | | | | | |
|--|--|-------|--|---|--|--|--|--|--|-----|
| | | | <ul style="list-style-type: none"> management issues on behalf of shire residents, as required | <ul style="list-style-type: none"> Karumba by 30 April 2021 95% attendance at meetings called specific to land use management | | | | | | CEO |
| | | 3.1.1 | <ul style="list-style-type: none"> Seek funding for phases 7-8 of the Coastal Hazard Adaption Study. Manage the impacts on environment in the vicinity of Karumba foreshore by storm and tide. | <ul style="list-style-type: none"> Completion of CHAS on announcement of funding Implement recommendations from CHAS phases 3-6 | | | | | | |

Operational Plan 2020-2021

4 Built Environment

| Corporate Outcomes | | Strategic Actions | |
|---|--|---|---|
| 4.1 Sustainable urban and rural development | 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation | 4.2 A safe, equitable and integrated transport system | 4.2.1 Implement an integrated and accessible transport system for the region, including a safe walking and cycling network. |

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|------------------------|---------------------|-------|--|--|-----------|------------|-------------------|------------|
| Planning & Development | Town Planning | 4.1.1 | <ul style="list-style-type: none"> Maintain a planning scheme in accordance with the requirements of the <i>Planning Act 2016</i> Establish resource sharing opportunities for development assessment Develop and implement a strategy to regularise land use tenure Development of an electronic Property Based Data System | <ul style="list-style-type: none"> Ensure the Planning Scheme is 100% compliant with requirements in legislation Other member Councils within ROC prepared to consider Strategy complete by 30 March 2021 Implementation of a property based records management system within Magliq | \$112,000 | | | DOE ENG |
| | Land Use Management | | <ul style="list-style-type: none"> Review land use tenure in consult with State Government as part of ILUA negotiations | <ul style="list-style-type: none"> Discussions are concluded and land use determined by end of reporting period 30 June 2021 | | | | DOE |

Operational Plan 2020-2021

| | | | | | | | | | |
|--|------------------|-------|---|---|--|--|--|--|-----|
| | Transport System | 4.2.1 | <ul style="list-style-type: none"> ▪ Seek funding to prepare business case for development in stages for Karumba foreshore. ▪ Seek funding for development of Karumba foreshore | <ul style="list-style-type: none"> ▪ Dependent on success and funding applications ▪ Dependent on success of funding applications | | | | | DOE |
|--|------------------|-------|---|---|--|--|--|--|-----|

5 INFRASTRUCTURE AND ASSET MANAGEMENT

| Corporate Outcomes | | Strategic Actions | |
|---|--|--|--|
| 5.1 Integrated and timely provision and management of sustainable infrastructure and assets | | 5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure. | |
| | | 5.1.2 Ensure the provision and management of infrastructure and assets meet the needs and priorities of Council, the community and industry. | |
| | | 5.1.3 Plan and implement urban improvement works which enhance local character and identity, conserve and improve the region's streetscapes and provide iconic parkland. | |
| 5.2 A safe and sustainable road network | | 5.2.1 Plan and deliver a safe, sustainable and efficient road network. | |
| | | 5.2.2 Plan and deliver safe and effective stormwater management outcomes and a flood resilient region. | |
| | | 5.2.3 Plan and deliver safe, sustainable and efficient airports and aerodrome services. | |
| 5.3 A safe and sustainable water network. | | 5.3.1 Plan, deliver and manage efficient and sustainable, high quality, water supply systems | |
| | | 5.3.2 Advance water use efficiency and water cycle innovation throughout the region. | |
| | | 5.4.1 Plan, deliver and manage efficient and sustainable waste and resource management services. | |
| 5.4 Sustainable waste management | | 5.4.2 Plan and deliver an integrated waste infrastructure network. | |
| | | 5.4.3 Minimise the impacts of waste generation through modified consumer behaviour, effective recycling infrastructure and practices, and the reduction of emissions from landfill. | |
| | | 5.5.1 Plan, deliver and manage a high quality sewerage network and treatment facilities. | |
| 5.5 A sustainable sewerage network | | 5.5.2 Effective and efficient use of recycled water. | |

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|----------------------|-------------------|-------|--|--|-----------|------------|-------------------|-----|
| Engineering Services | Technical Support | 5.1.1 | <ul style="list-style-type: none"> Develop and implement AMP for Building and Road Assets in partnership with elected members | <ul style="list-style-type: none"> Individual asset class plans reviewed and completed 30/06/2021 | \$115,000 | | | DOE |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|---------|-------|--|--|--------|------------|-------------------|-----|
| | | | <ul style="list-style-type: none"> Engage and manage resources to effectively manage council building assets Develop and implement Quality Assurance system across all works operations Develop harmonious working relationships with landholders in conjunction with infrastructure works Develop and implement protocols to ensure that all stakeholder interests are observed | <ul style="list-style-type: none"> Development of a maintenance schedule for building maintenance by 30 September 2020 Quality Assurance System commenced prior to 31 December 2020 Procedure for engaging with landowners along the transport/road corridor developed Community consultation is undertaken prior to major changes to the 3-5 year program | | | | |
| | | 5.1.3 | <ul style="list-style-type: none"> Develop and maintain a shire and state road infrastructure plan that identifies a 3-5 year schedule of designed projects Document scope of works for forward programed works | <ul style="list-style-type: none"> 3-5 year schedule presented to Council with Budget. Updated at regular intervals with funding 100% of future works is well document and | | | | DOE |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|----------------|---------|-------|---|---|----------------------|------------|-------------------|-----|
| Infrastructure | Roads | 5.1.2 | <ul style="list-style-type: none"> Advocate on behalf of the community and the region to State and Federal Governments regarding transport and roads matters Raise the profile of road network through Regional Organisation of Councils (FNQROC & NWQROC) Identify road infrastructure to support tourism in Normanton | <ul style="list-style-type: none"> Advocacy Action Plan developed by 30 December 2020 identifying the advocacy actions to be undertaken by the Council during the financial year Identify potential off street parking in Normanton to support Camper Van/ Trailer parking. | | | | DOE |
| | | 5.2.1 | <ul style="list-style-type: none"> Undertake a detailed assessment and determination of the Levels of Service requirements for each road Identification and asset inventory of all LRRS roads within the Shire Undertake a gap analysis of the Level of Service of existing infrastructure Undertake a review of the maintenance requirements for the existing infrastructure | <ul style="list-style-type: none"> Completed as part of MIPP2 funded program (7.4 – Carpentaria Road Network) Completed as part of MIPP2 funded program (7.4) Completed as part of MIPP2 funded program (7.4) Completed as part of MIPP2 | \$120,000 (combined) | | | DOE |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|--------------|-------|--|--|----------------------|------------|-------------------|-----|
| | | | <ul style="list-style-type: none"> Identification and prioritisation of capital infrastructure projects required to raise the level of service of each road to meet its adopted Level of Service Undertake a review of the life cycle costs of the LRRS roads Undertake a detailed review of the materials required for the upgrade and maintenance of these assets with emphasis on base course sourcing and cost optimisations Develop cost estimates for both upgrade projects and maintenance requirements on all aspects of the life cycle costs of a road asset and consider upgrade requirements Assess and make recommended changes of the main intersection from a T intersection into a roundabout to reduce congestion at the Karumba Point intersection | <ul style="list-style-type: none"> funded program (7.4) Completed as part of MIPP2 funded program (7.4) Completed as part of MIPP2 funded program (7.4) | | | | |
| | Water Supply | 5.3.1 | <ul style="list-style-type: none"> Provision of recommendations including design of | <ul style="list-style-type: none"> Completed as part of MIPP2 | \$120,000 (combined) | | | MWW |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|---------|-------|--|--|----------------------|------------|-------------------|-------------|
| | | 5.3.2 | <ul style="list-style-type: none"> upgrades to water reticulation as required in Karumba Manage water supply schemes in accordance with Council's TMP and implement water use restriction trigger point signage Provide safe and reliable potable water supplies in accordance with the Australian Drinking Water Standards Ensure the community's water security needs are met by continuing to monitor the capacity in water storages Implement energy efficiencies in delivery and treatment of water supply | <ul style="list-style-type: none"> funded program (7.1) All variations to operations outside TMP are reported to Councilors within 12 hours of discovery All variance to water quality is reported to Councilors within 12 hours of occurrences Water levels are reported to Councilors within 12 hours of need to amend restrictions Project completed in accordance with funding guidelines by 31 December 2020 Two separate education programs during financial year Review undertaken and report provided | \$120,000 (combined) | | | MWW MFAA |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|------------------|-------|--|--|--------|------------|-------------------|-----|
| | Waste Management | 5.4.1 | <ul style="list-style-type: none"> Manage waste facilities in accordance with EPA guidelines Investigate the feasibility of commencing a regular tyre recycling program. | <ul style="list-style-type: none"> All variations to operations outside guidelines are reported to Councilors within 12 hours of notification Undertake tyre recycling under current program and investigate the feasibility for future programs | | | | MWW |
| | Quarries | 5.4.3 | <ul style="list-style-type: none"> Investigate the feasibility of installing environmentally compliant incinerator at council transfer stations and landfills Implementation of systems that ensure quarry operations are managed in accordance with EPA guidelines Identify and map existing quarries and borrow pits Undertake a material quality assessment of all private and council operated quarry materials. | <ul style="list-style-type: none"> All quarry operations are conducted in accordance with plans developed for that purpose 100% of quarry and borrow pits have Planning Approval All materials are tested to ensure the quarry materials are suitable for use | | | | DOE |

6 Economy

| Corporate Outcomes | | Strategic Actions | |
|----------------------------------|--|--|--|
| 6.1 A strong and diverse economy | | 6.1.1 In partnership promote the region by supporting the growth of new and existing businesses. | |
| | | 6.1.2 Ensure planning and infrastructure supports future economic growth. | |
| | | 6.1.3 Plan and support local economic development | |
| | | 6.1.4 Promote and develop Carpentaria shire as a unique destination and to manage tourism in a sustainable way | |

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|----------------------------|----------------------|-------|---|--|-----------|------------|-------------------|---------|
| Economic Development | Regional Development | 6.1.1 | <ul style="list-style-type: none"> Maintain relationships and memberships of all regional organisations and bodies Investigate opportunities for Regional Development through Gulf Savannah Development (GSD), NWQROC | <ul style="list-style-type: none"> 100% of memberships maintained with attendance and active participation. 100% attendance at GSD and NWQROC meetings to ensure representation of Carpentaria Shire Council | \$125,000 | | | CEO DCS |
| Local Economic Development | | 6.1.3 | <ul style="list-style-type: none"> Finalise the Economic Development Strategy for the Shire that supports other Strategies in the Region Promote community awareness of Council | <ul style="list-style-type: none"> Strategy completed by 31 December 2020. Consultation with DSDMIP and GSD 5% increase in new local vendors | | | | ALL |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|---------|-------|--|--|--------|------------|-------------------|-----|
| | Tourism | 6.1.3 | <ul style="list-style-type: none"> Establish and expand industry partnerships and distribution channels (Savannah Way, TTNO, TEQ, QTIC, OOTA, Helloworld) | <ul style="list-style-type: none"> Report Months to Council on Local Spend figures. Conduct an all staff information session following adoption of budget. | | | | GMT |
| | | | <ul style="list-style-type: none"> Strengthen community links and partnerships within the shire and outside | <ul style="list-style-type: none"> Work with tourism organisations, local and state government, domestic and international wholesalers Develop partnership programmes industry partners and distribution channels Provide accredited Visitor Information Centres Community consultation on a regular basis | | | | |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|---------|-------|--|---|--------|------------|-------------------|-----|
| | | 6.1.4 | <ul style="list-style-type: none"> Design, deliver and market authentic and genuine hero experiences that will showcase the essence of the Outback by the Sea® Calendar of events with the Outback by the Sea® Festival as the cornerstone | <ul style="list-style-type: none"> Investigate government and corporate relationships as well as sponsorships Product development Produce a variety of promotional material Actively engage on digital media channels Outback by the Sea Festival, packaged with accommodation options and experiences, including annual Karumba Fishing Competition and opening of the new hatchery and LWBDC entertainment area Develop permanent and traveling art | | | | GMT |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|---------|------|--------------------------|--|--------|------------|-------------------|----|
| | | | | <ul style="list-style-type: none"> ▪ exhibitions, including indigenous art ▪ Normanton community events (Rodeo, Ball, Races) | | | | |

Operational Plan 2020-2021

7 Governance

| Corporate Outcomes | | Strategic Actions | |
|---|--|--|--|
| 7.1 A Shire governed in consultation and partnership with the community | | 7.1.1 Ensure leadership and decision making is transparent, accountable and represents the current and future interests of the region's communities. | |
| | | 7.1.2 Implement effective community consultation processes that enable participation, engagement and collaboration | |
| | | 7.1.3 Develop and maintain community participation, partnerships and volunteer programs. | |
| | | 7.1.4 Implement an effective information and education program to encourage community participation in decision making and build social capital. | |
| 7.2 Responsive and efficient customer service delivery | | 7.2.1 Continually review and enhance service delivery to ensure Council's responsiveness to customer and community expectations. | |
| | | 7.2.2 Work collaboratively across Council to provide effective, efficient and coordinated outcomes. | |
| | | 7.2.3 Build a culture of continuous improvement which recognises best practice. | |
| 7.3 Strategic management of Council | | 7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance. | |
| | | 7.3.2 Implement integrated strategic planning approaches across Council, including efficient and effective risk management. | |
| | | 7.3.3 Implement sustainable financial management and effective procurement practices. | |

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|----------------|------------------|-------|--|---|--------|------------|-------------------|------|
| Administration | Customer Service | 7.2.2 | <ul style="list-style-type: none"> Champion a customer service culture for internal and external customers of Council | <ul style="list-style-type: none"> Undertake monthly reviews of customer service enquiries to ensure Councils Customer Service Charter is in effect. | | | | MFAA |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|--------------------|----------------------|-------|---|--|--------|------------|-------------------|---------------------|
| Executive Services | Community Engagement | 7.2.1 | <ul style="list-style-type: none"> Ensure Council staff and elected members lead by example to promote a cohesive and respectful culture and strong community values Encourage and foster social cohesion between Council and the community | <ul style="list-style-type: none"> Number of complaints received from the community through the complaints system are reduced by 25% Conduct a community attitude survey by 30 September 2020 | | | | MFAA |
| | | 7.1.2 | <ul style="list-style-type: none"> Maintain an accurate records management system that captures all Corporate Correspondence Develop a Records Management Strategy to future proof Council's management of physical and electronic records. | <ul style="list-style-type: none"> 95% of all corporate records are captured in the Records Management System (Magiq). Records Management Review to be completed by 30 September 2020. Include in the community attitude survey to be completed by 30 September 2020 a section on the communication style of Council | | | | DCS MFAA MECD |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|----------------------------|-------|--|--|--------|------------|-------------------|------------|
| | Organisational Development | 7.3.1 | <ul style="list-style-type: none"> Identify the needs of and opportunities available in each community through annual meetings and regular consultation with community groups the shire's key partners and stakeholders | <ul style="list-style-type: none"> Conduct a series of community meetings within the towns and at the various locations during the road inspections | | | | CEO DCS |
| | | | <ul style="list-style-type: none"> Undertake a review of all Policies in use by Council and ensure community access is provided to the policies effecting community members Maintain an organisational structure that is effective, efficient and financially responsible Review local laws and related policies in line with the annual budget Implement and maintain a reporting /complaints | <ul style="list-style-type: none"> Policy review is undertaken in relation to all policies to ensure they meet operational, legislative requirements and align with and support the Corporate Plan Review of the Organisational Structure annually as part of the budget process Appropriate local laws and policies are reviewed annually Review the Complaints | | | | |

Operational Plan 2020-2021

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|----------------------|-----------------|-------|---|--|--------|------------|-------------------|-------------|
| Financial Management | Revenue | 7.3.3 | <ul style="list-style-type: none"> Capitalise on external revenue sources to benefit and enhance the Shire Manage revenue collection from rates, fees, charges and internal sources | <ul style="list-style-type: none"> Identify and report to Council on alternative revenue source opportunities Undertake a review of the current sources of revenue to ensure compliance with charges | | | | MFAA SFO |
| | | | | | | | | |
| | Risk Management | 7.3.2 | <ul style="list-style-type: none"> Undertake a review of the enterprise risk management system Undertake a comprehensive review of the corporate and operational risk registers Develop and implement a Footpath inspection program/policy Undertake a Disability Access Audit on Council Facilities. | <ul style="list-style-type: none"> Review undertaken by 30 March 2021 Review undertaken and presented to Audit and Risk Committee by 31 December 2020 Develop a Footpath Inspection program and present to Council for endorsement by 31 December 2020. | | | | ALL |
| | | | <ul style="list-style-type: none"> management system to better manage community and Council expectations and requirements | <ul style="list-style-type: none"> Management System to ensure compliance with legislation and Departmental requirements | | | | |

Operational Plan 2020-2021

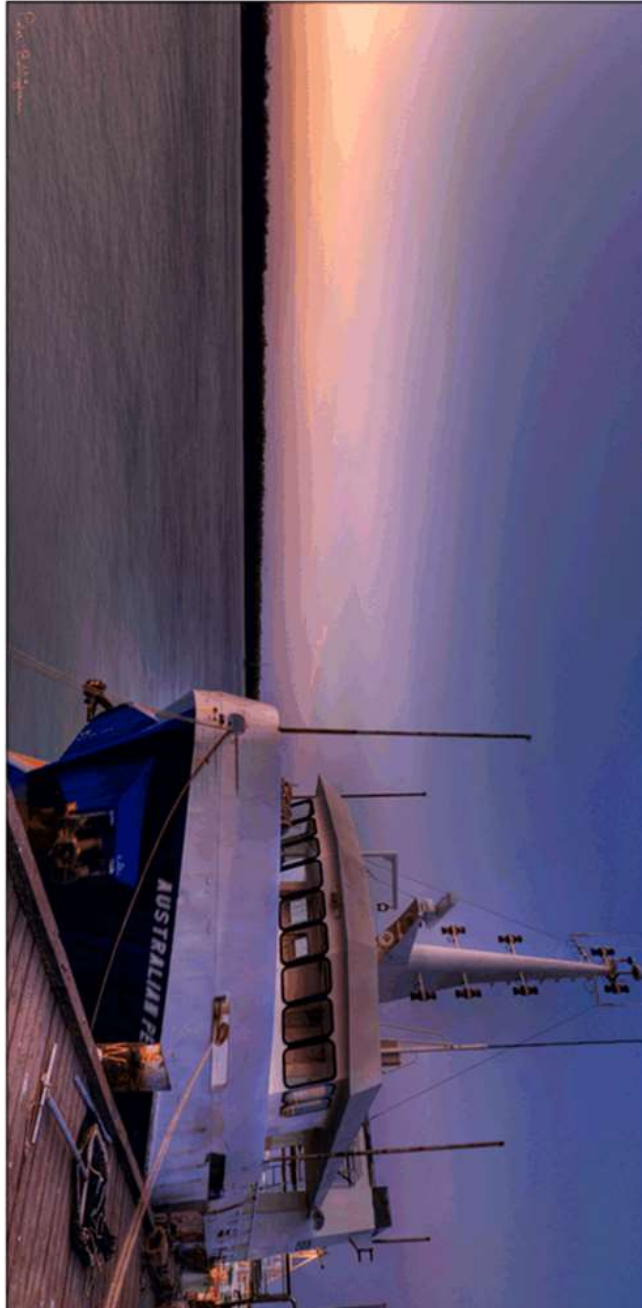
| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------|--------------------|-------|---|--|--------|------------|-------------------|------|
| | Financial Planning | 7.3.3 | <ul style="list-style-type: none"> ▪ Development of a 3 year asset revaluation program and asset management plan review program. • Undertake a comprehensive review of Councils Investment Policy and develop an investment strategy for Councils untied funds. | <ul style="list-style-type: none"> ▪ Carry out a review of available subsidies for community members and promote ▪ Develop a plan by 30 September 2020 to undertake asset revaluations and review asset management plans. • Review Councils Investment Policy and implement an investment strategy by 31 December 2020. | | | | MFAA |

Operational Plan 2020-2021

8 Innovation and Technology

| Corporate Outcomes | | Strategic Actions | |
|--------------------|---|-------------------|--|
| 8.1 | Responsive and innovative processes & systems | 8.1.1 | Implement reliable and contemporary information, knowledge and management systems. |
| | | 8.1.2 | Identify and implement process and system improvements, facilitating improved decision making. |

| Program | Service | Link | Key Initiative 2020-2021 | Performance Measure | Budget | % Complete | Status Commentary | RO |
|---------------------------|---------------------------|-------|---|--|--------|------------|-------------------|-------------|
| Administration | Information Technology | 8.1.1 | <ul style="list-style-type: none"> Investigate and implement system improvement Investigate opportunities to flatten Councils digital network and reduce annual operating expenses | <ul style="list-style-type: none"> Implementation of a fully electronic payroll system by 30 June 2020. Review Councils Telstra invoices monthly and develop a strategy to streamline Council digital network. | | | | MFAA ICT |
| Human Resource Management | Workplace Health & Safety | 8.1.1 | <ul style="list-style-type: none"> Improve worker safety through training and awareness Fleet monitor reporting is provided monthly to inform decision making in relation to plant optimisation through vehicle tracking system | <ul style="list-style-type: none"> 20% reduction in WH&S injuries 90% success rate in reporting. All initiatives identified to increase optimisation are trialled within 2 month of identification | | | | MHR WHSO |



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3.3 2020/2021 REVENUE STATEMENT

Attachments: 3.3.1. 2020-2021 Revenue Statement [↓](#)
Author: Justin Hancock - Director of Corporate Services
Date: 9 July 2020

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

Council is required pursuant to Section 94 of the Local Government Act 2009 to levy rates and charges on all rateable land within Carpentaria Shire. Pursuant to Section 169(2)(b) of the Local Government Regulation 2012 Council is required to include a revenue statement in its annual budget. This report recommends the adoption of this document as part of the 2020/21 Budget as well as other key measures that Council will use to generate its rating revenue.

RECOMMENDATION:

That:

- (a) Pursuant to section 94 of the Local Government Act 2009, Council resolves to make and levy rates and charges on all rateable land within the Carpentaria local government area.
- (b) Pursuant to section 104(5) of the Local Government Act 2009 and section 172 of the Local Government Regulation 2012, Council resolves to adopt the Revenue Statement for the period 1 July 2020 – 30 June 2021.

Background:

The Carpentaria Shire Council 2020/2021 Revenue Statement has been drafted to comply with Section 104 (5) of the Local Government Act 2009 and in accordance with Section 172 of the Local Government Regulation 2012.

Carpentaria Shire Council will make and levy differential general rates for the 2020/2021 financial year. General rates are set to meet the operational and maintenance costs to Council and to service the capital requirements of the Shire. All rates and charges referred to in this statement will be levied on a half-yearly basis and shall be payable within thirty (30) days after the notice has been issued.

The Council is required to raise an amount of revenue it sees as being appropriate to maintain assets and provide services in the region as a whole. In deciding how that revenue is raised, Council has taken into account the following factors:

The rateable value of land, including valuation relativities between land, and the rates which would be payable if only one general rate were levied; and

The level of services provided to that land and the cost of providing the services compared to the rate burden that would apply under a single general rate; and

BUSINESS PAPERS

The use of the land in so far as it relates to the extent of utilization of or benefit from Council's services; and

Location and access to services

On this basis the Council is of the opinion that a system of differential general rating will achieve a fairer and more equitable distribution of the rating burden. In determining this system of differential general rating, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

Rates and charges have been set to recover the full costs of the services provided including depreciation. Council has been and will continue to attempt to fully fund depreciation. The funds provided by this strategy are used to renew, replace and upgrade Council's assets.

Cost Recovery Fees

Council is required to fix cost recovery fees as defined in section 97 of the Local Government Act 2009 and the cost recovery fee must not be more than the cost to Council for providing the service for which the fee is paid.

Council is also required to set up a register of cost recovery fees for which fees are charged and this register will be available for inspection by the public.

Link with other Council Plans

Rates and Charges have been set with Council's Long Term Financial Plan, Corporate Plan and Operational Plan in mind. The alignment of these plans will ensure that Council is able to deliver the services at the level expected by the community and over the long term Council will be better equipped to deliver on the aspirations of each of the communities in the Shire.

Council's Operational Plan and Budget are the mechanisms used to ensure that steps towards the delivery of the Long Term Financial Plan are being made. It is Council's assessment that the Rates and Charges set in this Revenue Statement will generate revenue for Council that will deliver the Budget as set and the first steps toward the delivery of sustainable services as documented in the long term financial plan.

Operating Capacity

Council's current position is to increase, where possible, the operating capability of Council. Council's position is to maintain a reasonable level of services across all activities and functions. Council plans to maintain, replace and upgrade infrastructure in line with the level of revenue raised.

Council's policy is to:

- (i) replace plant and equipment in accordance with the Plant Replacement Program;
- (ii) maintain and upgrade the Regional Road Network;
- (iii) improve and upgrade Water Supply infrastructure;
- (iv) improve and upgrade Sewerage infrastructure;
- (v) maintain and upgrade other infrastructure; and
- (vi) maintain and improve the current level of services to residents.

The maintenance, upgrading and improvements to services and infrastructure will be based on current revenue levels and in accordance with the current borrowing policy.

BUSINESS PAPERS

Provisions

Council will ensure cash funds are available to cover 100% of the current liability in respect of Long Service Leave and Annual Leave and the pro-rata portion of the non-current Long Service Leave Entitlements payable upon a person ceasing employment with Council.

Depreciation Policy

In order to comply with the requirements of the Local Government Act 2009 and Local Government Regulation 2012, Council will fund depreciation so as to reduce significant financial outlays required to replace existing assets. In determining the extent of depreciation funding Council will give consideration to the current needs of the Shire.

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer – Mark Crawley
- Other Council Staff – Various Managers & Officers

Legal Implications:

- Local Government Act 2009 Section 94
- Local Government Act 2009 Subsection 104(5)
- Local Government Regulation 2012 Sections 169 and 172

Financial and Resource Implications:

- The Financial Plans provide the framework for the future financial direction of Council

Risk Management Implications:

- The Financial Plans are prepared in order for Council's future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of these Financial Plans must be implemented to ensure statutory compliance

Corporate Plan Reference:

- Governance
Goal: A well governed, responsive Council, providing effective leadership and management, and respecting community values.

Operational Plan Reference:

- Strategic Management of Council
- Implement sustainable financial management and effective procurement practices



CARPENTARIA SHIRE

Outback by the Sea[®]

C a r p e n t a r i a S h i r e C o u n c i l

2020/2021 Revenue Statement

REVENUE STATEMENT 2020/2021

STATEMENT

The Carpentaria Shire Council 2020-2021 Revenue Statement has been drafted to comply with section 94 and 104(5) of the Local Government Act 2009 and in accordance with sections 169(2)(b) and 172 of the Local Government Regulation 2012.

PURPOSE

A Revenue Statement is required to accompany the budget each year. Section 172 of the Local Government Regulation 2012 outlines the matters that a local government must include in its Revenue Statement.

The Revenue Statement is an explanatory statement outlining and explaining the revenue measures adopted in the budget.

The purpose of the Revenue Statement is:

- To enunciate the methods used to achieve Council's objectives set out in the Revenue Policy;
- To explain material matters that guide the development and implementation of revenue practices within the Council; and
- To comply in all respects with legislative requirements.

APPLICABILITY

This Revenue Statement applies to the financial period from 1 July 2020 to 30 June 2021. It is approved in conjunction with the Budget as presented to Council.

It is not intended that this Revenue Statement reproduce all related policies. Related adopted policies will be referred to within the Revenue Statement where appropriate.

RATES AND CHARGES

[s94 Local Government Act 2009]

For the financial year beginning 1 July 2020, Carpentaria Shire Council resolves pursuant to section 94 (2) of the *Local Government Act 2009* to make and levy rates and charges. Rates and charges to be levied pursuant to section 81 and 99 of the *Local Government Regulation 2012* will include:

- a) Differential General Rates;
- b) Utility Charges for Water, Sewerage and Waste Management

DIFFERENTIAL GENERAL RATES

General rates are for services, facilities and activities that are supplied or undertaken for the benefit of the community in general (rather than a particular person).

Council calculates and levies rates and charges utilising the rateable value of the land; this valuation is set by the Department of Natural Resources, Mines & Energy.

Council has decided that in accordance with section 81 of the *Local Government Regulation 2012*, differential general rates will be levied on all rateable land in the shire.

In Councils opinion, differential general rating enables there to be a more equitable relationship between revenue raised from particular land and the circumstances relevant to that land, than would be the case under a standard rating system where rates are levied at a single rate in the dollar on all rateable land.

In determining its differential rating system, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations and disregarding irrelevances such as the perceived personal wealth of individual ratepayers or ratepayer classes.

In summary, the differential rating categories have been determined having regard to matters such as:

- Land use;
- Availability of services;
- Consumption of services,
- Valuation; and
- Income producing capacity of land.

Table 1 - Differential Rating Categories

| Category | Differential | Description |
|----------|--|--|
| 1 | Vacant Urban Land <10,000 m ² | All vacant urban land of less than 10,000m ² in size, within the areas defined as Normanton Township or Karumba Township in the Carpentaria Shire Council Planning Scheme 2008 (Map 3). |
| 2 | Residential Land <4,000 m ² | All residential land of less than 4,000m ² in size, within the areas defined as Normanton Township or Karumba or Karumba Point, in the Carpentaria Shire Council Planning Scheme 2008 (Map 3). |
| 3 | Residential Land ≥4,000m ² & <100Ha | All land within the council area that is 4,000m ² or more but less than 100Ha in size, that is used for residential or rural residential purposes. |
| 4 | Residential Multi-units | All land within the council areas which consists multi residential dwelling. |
| 5 | Vacant Land ≥4,000m ² & <100Ha | All land within the council area that is 4,000m ² or more but less than 100Ha in size, that could be used for residential or rural residential purposes, but is currently vacant. |
| 6 | Rural Areas | All land within the council area not included in other Categories. |
| 7 | Rural \$500,000 - \$999,999 | All rural land within the council area with an unimproved value of between \$500,000 and \$999,999. |
| 8 | Rural ≥ \$1,000,000 | All rural land within the council area with an unimproved value of \$1,000,000 or more. |
| 9 | Rural - Agriculture | All rural land within the council area used for agricultural purposes, rather than grazing or other rural uses. |
| 10 | Commercial | All commercial land in Karumba and Normanton that is zoned "Commercial" in the Carpentaria Shire Council Planning Scheme 2008 (Map's 3 and 5) and land zoned as 'Residential' used to operating commercial tourism operations. |
| 11 | Motels | All land within the council area used for public accommodation such as motels and guest houses. |

| Category | Differential | Description |
|----------|---|--|
| 12 | Commercial - Other | All land within the council area that is used by not for profit groups or organisations. |
| 13 | Electrical Reticulation and Telecommunications Infrastructure – Rural | All land as described in Category 14 and which is located outside the Normanton and Environs and Karumba and Environs (Maps 2,3,4 &5 Carpentaria Shire Planning Scheme 2008). |
| 14 | Electrical Reticulation and Telecommunications Infrastructure – Normanton and Karumba | All land predominately used for Commercial Electrical, Reticulation or Telecommunication purposes or to which the primary land use code 91 – Transformers applies or should apply and is located within Normanton and Environs and Karumba and Environs (Maps 2,3,4 &5 Carpentaria Shire Planning Scheme 2008). |
| 15 | Intensive Accommodation – 10 to 30 Person | All land predominately used for intensive accommodation capable of accommodating 10 to 30 persons (other than the ordinary travelling public) in rooms, suites or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single persons quarters", "work camps", "accommodation village" or "barracks". |
| 16 | Intensive Accommodation – 31 to 50 Person | All land predominately used for intensive accommodation capable of accommodating 31 to 50 persons (other than the ordinary travelling public) in rooms, suites or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single persons quarters", "work camps", "accommodation village" or "barracks". |
| 17 | Intensive Accommodation ≥51 Person | All land predominately used for intensive accommodation capable of accommodating 51 or more persons (other than the ordinary travelling public) in rooms, suites or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single persons quarters", "work camps", "accommodation village" or "barracks". |
| 20 | Light Industry | All industrial land in Karumba and Normanton that is zoned as either "Strategic Port Land" or "Industry" in the Carpentaria Shire Council Planning Scheme 2008 (Map's 3 and 5) excluding land identified in other Categories. |
| 21 | Transport and Heavy Industry <1Ha | All land used for the purposes of and incidental to transport operation, freight companies, batching plant, stockpiling, and or hazardous industries that is less than 1.0 Hectare in land size. |
| 22 | Service Stations | All land used for the purpose of and incidental to retail or wholesale fuel distribution, with a holding capacity of one million litres or less. |
| 23 | Bulk Fuel Storage | All land used for the purpose of and incidental to bulk fuel storage operations with a holding capacity greater than one million litres. |
| 24 | Shipping and Other Industry | All land used for the purpose of shipping operations and other industry located on the Norman River side of Yappar Street Industrial Area not identified in category 11, 13, 14, 15, 16, 17, 23, 25, 26, 27 and 28. |
| 25 | Processing Plant | All land used for the purpose of and incidental to the processing of goods and services for wholesale purposes. |

| Category | Differential | Description |
|----------|---|---|
| 26 | Mine Product Operations | All land used, or capable of being used, for the purpose of, and incidental to:- -the bulk handling of mining products; -the storage of mining products; -the distribution of mining products; and/or -the storage of other mining related products and equipment. This category includes land previously used for any or more of the other purposes identified in this category, being rehabilitated (including the removal of structures). |
| 27 | Electricity Generation ≤5MW | All land used or intended to be used for or ancillary to the generation of electricity from a facility with an output capacity of 5 Mega Watts or less. |
| 28 | Electricity Generation >5MW | All land used or intended to be used for or ancillary to the generation of electricity from a facility with an output capacity of greater than 5 Mega Watts. |
| 31 | Quarry 5,000 – 100,000 Tonnes | All land in the council area used or intended to be used as a quarry extracting between 5,000 and 100,000 tonnes as defined by the appropriate State Government Department. |
| 32 | Quarry >100,000 Tonnes | All land in the council area used or intended to be used as a quarry extracting greater than 100,000 tonnes as defined by the appropriate State Government Department. |
| 33 | Petroleum Lease | All petroleum leases located in the council area. |
| 34 | Mining Leases <25 people | All mining leases located in the council area, that employ less than 25 people in mining activities and has no on-site accommodation. |
| 35 | Mining Leases 25-99 people | All mining leases located in the council area, that employ 25 to 99 people in mining activities and has no on-site accommodation. |
| 36 | Mining Leases ≥100 people | All mining leases located in the council area, that employ 100 people or greater in mining activities and has no on-site accommodation. |
| 37 | Mining Leases <25 people with accommodation | All mining leases located in the council area, that employ less than 25 people in mining activities and has on-site accommodation. |
| 38 | Mining Leases 25-99 people with accommodation | All mining leases located in the council area, that employ 25 to 99 people in mining activities and has on-site accommodation. |
| 39 | Mining Leases ≥100 people with accommodation | All mining leases located in the council area, that employ 100 people or greater in mining activities and has on-site accommodation. |
| 41 | Caravan Parks <50 sites | All land within the council area used as a caravan parks with less than 50 sites or accommodation units. |
| 42 | Caravan Parks 50 - 100 sites | All land within the council area used as a caravan parks with 50 – 100 sites or accommodation units. |
| 43 | Caravan Parks >100 sites | All land within the council area used as a caravan parks with more than 100 sites or accommodation units. |
| 44 | Hotels/ Licensed Venue <20 Rooms | All land within the council area used for the purposes of hotels and licensed venues and may include less than 20 accommodation units. |

| Category | Differential | Description |
|----------|--|---|
| 45 | Hotels/ Licensed Venue ≥ 20 Rooms | All land within the council area used for the purposes of hotels and licensed venues and may include 20 or more accommodation units. |
| 50 | Transport ≥ 1.0 Ha | All land used for the purposes of and incidental to transport operation, freight companies, batching plant, stockpiling and hazardous industries that is 1.0 Hectare or greater in land size. |

OBJECTIVE AGAINST CATEGORISATION

Pursuant to section 90 of the Local Government Regulation 2012 the owners of rateable land will be informed that they have the right of objection to the category their land is included in.

All objections shall be to the Chief Executive Officer of the Carpentaria Shire Council and the only basis for objection shall be that at the date of issue of the rate notice, the land should belong to a different rating category.

MINIMUM DIFFERENTIAL GENERAL RATE

A minimum differential general rate is set for each differential general rate category to achieve an appropriate contribution from all property owners.

In accordance with section 77 of the *Local Government Regulation 2012*, Council considers that a minimum general rate should be applied to ensure a sufficient contribution is made to cover the cost of public services that benefit all properties irrespective of the valuation of a property.

No minimum will apply to land to which section 50 of the Land Valuation Act 2010 applies.

GENERAL RATING CATEGORIES

For the financial period from 1 July 2020 to 30 June 2021 the Differential General Rates and minimum general rates will be levied on the Differential General Rate categories as follows:

Table 2 - Differential Rating Categories 2020/2021

| Category | Differential | General Rate (cents in the dollar) | Minimum |
|----------|---|------------------------------------|---------|
| 1 | Vacant Urban Land $< 10,000$ m ² | 1.3444 | 620.00 |
| 2 | Residential Land $< 4,000$ m ² | 1.4025 | 600.00 |
| 3 | Residential Land $\geq 4,000$ m ² & < 100 Ha | 0.8248 | 610.00 |
| 4 | Residential Multi-units | 1.5268 | 640.00 |
| 5 | Vacant Land $\geq 4,000$ m ² & < 100 Ha | 0.5648 | 670.00 |
| 6 | Rural Areas | 0.9522 | 600.00 |

| Category | Differential | General Rate (cents in the dollar) | Minimum |
|----------|---|------------------------------------|--------------|
| 7 | Rural \$500,000 - \$999,999 | 1.1092 | 5,200.00 |
| 8 | Rural ≥ \$1,000,000 | 1.6302 | 21,440.00 |
| 9 | Rural - Agriculture | 2.0600 | 5,360.00 |
| 10 | Commercial | 1.5988 | 680.00 |
| 11 | Motels | 1.4992 | 2,000.00 |
| 12 | Commercial - Other | 1.2044 | 570.00 |
| 13 | Electrical Reticulation and Telecommunications Infrastructure – Rural | 7.8090 | 1090.00 |
| 14 | Electrical Reticulation and Telecommunications Infrastructure – Normanton and Karumba | 15.6246 | 5,720.00 |
| 15 | Intensive Accommodation – 10 to 30 Person | 3.3280 | 1,140.00 |
| 16 | Intensive Accommodation – 31 to 50 Person | 3.3280 | 2,290.00 |
| 17 | Intensive Accommodation ≥51 Person | 3.3280 | 3,430.00 |
| 20 | Light Industry | 1.2752 | 690.00 |
| 21 | Transport and Heavy Industry <1Ha | 3.0126 | 2,000.00 |
| 22 | Service Stations | 1.7272 | 1,040.00 |
| 23 | Bulk Fuel Storage | 3.0452 | 2,080.00 |
| 24 | Shipping and Other Industry | 3.4990 | 2,080.00 |
| 25 | Processing Plant | 4.2842 | 2,080.00 |
| 26 | Mine Product Operations | 125.6330 | 1,545,000.00 |
| 27 | Electricity Generation ≤5MW | 1.8756 | 4,310.00 |
| 28 | Electricity Generation >5MW | 2.0000 | 8,610.00 |
| 31 | Quarry 5,000 – 100,000 Tonnes | 3.4668 | 5,200.00 |
| 32 | Quarry >100,000 Tonnes | 2.0600 | 26,780.00 |

| Category | Differential | General Rate (cents in the dollar) | Minimum |
|----------|---|------------------------------------|------------|
| 33 | Petroleum Lease | 2.0600 | 2,580.00 |
| 34 | Mining Leases <25 people | 2.0600 | 2,060.00 |
| 35 | Mining Leases 25-99 people | 2.0600 | 10,300.00 |
| 36 | Mining Leases ≥100 people | 2.0600 | 103,000.00 |
| 37 | Mining Leases <25 people with accommodation | 2.0600 | 3,090.00 |
| 38 | Mining Leases 25-99 people with accommodation | 2.0600 | 15,450.00 |
| 39 | Mining Leases ≥100 people with accommodation | 2.0600 | 113,300.00 |
| 41 | Caravan Parks <50 sites | 2.8494 | 710.00 |
| 42 | Caravan Parks 50 - 100 sites | 1.0310 | 1,000.00 |
| 43 | Caravan Parks >100 sites | 1.6702 | 2,000.00 |
| 44 | Hotels/ Licensed Venue <20 Rooms | 1.3388 | 1,000.00 |
| 45 | Hotels/ Licensed Venue ≥20 Rooms | 1.6702 | 2,000.00 |
| 50 | Transport ≥1.0Ha | 1.9266 | 3,000.00 |

LIMITATION ON RATE INCREASE

[Chapter 4, Part 9, Division 3 Local Government Regulation 2012]

Council has determined that it is not appropriate to apply limits to increases applicable to any of the Differential Categories identified in the Revenue Statement and will not be making a resolution to limit the increases in rates and charges for the current period.

UTILITY CHARGES

[s94 Local Government Act 2009]

Utility charges are for a service, facility or activity for water, sewerage and waste management.

Council resolves that, pursuant to section 94 (1) (b) of the Local Government Act 2009, it will make and levy charges for the supply of water, sewerage and cleansing services (Utility Charges) for the financial year beginning 1 July 2020.

Water Utility Charges

Water utility charges are to be levied on each parcel of land within the Carpentaria Shire Council area whether vacant or occupied where Council is prepared and able to supply water, together with any land connected to the Carpentaria Shire Council water supply system.

The Carpentaria Shire Council water supply system includes the raw water pipeline from Glenore Weir to Normanton water treatment works.

All charges shall be used to defray the cost of constructing the water supply facilities including the payment of interest and redemption, depreciation and the costs associated with the operation, maintenance and management of the water supply system.

Water utility charges will be levied on a two-part basis made up of a water access charge which includes a classification allowance as specified below for each class of occupancy and an excess water consumption charge and will be calculated on the following basis:

- (a) The water access charge including the annual classification allowance will be levied based on the number of units assigned to each class of occupancy in accordance with Table 3 (Water Charging Schedule);
- (b) where water is used in excess of the classification allowance, an excess water consumption charge will be levied;
- (c) no excess water consumption charges will apply to dwellings connected to the raw water supply for domestic purposes;
- (d) where raw water is used for stock watering, industrial or commercial purposes, the supply is to be separately metered and a consumption charge will be made and levied for every kilolitre of water used or part thereof.

Table 3 - Water Charging Schedule

| No | Class | Units Per Class | Allowance Per Class |
|----|-----------------------------------|-----------------|---------------------|
| 1 | Accommodation units (up to 2) | 15 | 900 |
| 2 | Accommodation Units (more than 2) | 5 | 200 |
| 3 | Ambulance Centre | 20 | 800 |
| 4 | Café | 36 | 1,440 |
| 5 | Caravan Park (units per site) | 2.5 | 80 |
| 6 | Church | 8 | 320 |
| 7 | DPI Complex | 40 | 1,600 |
| 8 | Single Dwelling | 15 | 900 |
| 9 | Freight Depot | 40 | 1,600 |
| 10 | Fuel Depot (Storage > 1000000l) | 100 | 4,000 |
| 11 | Fuel Depot (Storage < 1000000l) | 60 | 2,400 |
| 12 | General Engineering | 60 | 2,400 |
| 13 | Harbour/ Marine Office & Depot | 40 | 1,600 |
| 14 | Hospital | 500 | 20,000 |
| 15 | Hotel/ Licensed Bar | 200 | 8,000 |
| 16 | Kindergarten | 15 | 900 |

| No | Class | Units Per Class | Allowance Per Class |
|----|------------------------------|-----------------|---------------------|
| 17 | Light Industrial | 20 | 800 |
| 18 | Medical Clinic | 15 | 900 |
| 19 | Mine Operations | 500 | 20,000 |
| 20 | Motel Units (per Unit) | 5 | 200 |
| 21 | Office | 20 | 800 |
| 22 | Police Station (Karumba) | 20 | 800 |
| 23 | Police Complex | 80 | 3,200 |
| 24 | Railway station | 75 | 3,000 |
| 25 | Raw Water Rural Domestic | 10 | 0 |
| 26 | Receiver Depot | 40 | 1,600 |
| 27 | Recreation Club | 100 | 4,000 |
| 28 | Restaurant | 36 | 1,440 |
| 29 | Satellite Station | 20 | 800 |
| 30 | Schools – Karumba (state) | 100 | 4,000 |
| 31 | Schools – Normanton (state) | 300 | 12,000 |
| 32 | Schools – Private | 75 | 3,000 |
| 33 | Service Station | 20 | 800 |
| 34 | Shop | 20 | 800 |
| 35 | Slipway Cleaning and refit | 100 | 4,000 |
| 36 | Small Business | 20 | 800 |
| 37 | Sporting Club | 20 | 800 |
| 38 | Swimming Pool – public | 20 | 800 |
| 39 | Telstra and Ergon Facilities | 40 | 1,600 |
| 40 | Vacant Connected | 15 | 900 |
| 41 | Vacant Unconnected | 10 | 0 |
| 42 | TAFE | 150 | 6,000 |

Table 4 - Water Utility Charges 2020/2021

| Type | Basis of Charge | Charge |
|--|-----------------|---------|
| Carpentaria Water Scheme Access Charge | per unit | \$70.40 |
| Raw Water Rural Domestic Access Charge | per unit | \$45.76 |
| Excess Consumption Charge | per kl | \$2.60 |
| Consumption Charge - Stock Watering & Industrial Use | per kl | \$2.60 |

Sewerage Utility Charges

Council will levy sewerage utility charges on each parcel of land, both vacant and occupied, where Council has or is able to provide sewerage services.

The sewerage utility charges are to apply to each parcel of land within the Normanton and Karumba township declared sewerage areas:

Normanton Sewerage Utility Charges

Sewerage charges will be calculated as follows –

- (1) Residential
 - (i) A base charge per annum for the first pedestal.
 - (ii) No additional charges will be made for any additional pedestals.
- (2) Commercial
 - (i) A base charge per annum; and
 - (ii) A charge per unit will be made and levied with the number of units assigned to each classification in accordance with Table 5.
- (3) Vacant Land
 - (i) A base charge per annum for each vacant lot.

Table 5 - Normanton Sewerage Charging Schedule

| Commercial Types | Base (No. of Pedestals) | Per Unit |
|-------------------------|-----------------------------|----------|
| A Motels | 2 | 1 |
| B Service Stations | <i>Same as H Commercial</i> | |
| C Caravan Parks | 2 | 1 |
| D Dual Occupancy | 2 | - |
| E Flats | 1 | 1 |
| F Clubs & Hotels | 2 | 1 |
| G Laundromat | 2 | 1 |
| H Commercial | 2 | 1 |
| I Non-Rateable | 0 | 0 |
| J Religious Institution | 1 | 1 |

Table 6 - Normanton Sewerage Utility Charges 2020/2021

| Type | Basis of Charge | Charge |
|------------------------|-----------------|-------------|
| Residential Charge | Per unit | \$ 824.80 |
| Vacant Charge | Per unit | \$ 618.80 |
| Base Commercial Charge | Per unit | \$ 1,183.00 |
| Comm. Pedestal Charge | Per unit | \$ 618.80 |

Karumba Sewerage Utility Charges

Sewerage charges will be calculated as follows –

- (i) Sewerage charges will be based on a unit ET (Equivalent Tenement) basis.
- (ii) For each parcel in the Karumba sewerage scheme area, the sewerage rate to be levied will be calculated by multiplying the base rate by the relevant ETV value applying to the specific property type as listed in Table 7.

Table 7 - Equivalent Tenement Schedule

| Category | Description | Unit | Equivalent Tenement Value |
|---------------------------------|--------------------------------------|-------------------|---------------------------|
| Residential | Standard Residential Dwelling | Lot | 10.00 |
| | Units – 1 Bedroom | Dwelling | 5.00 |
| | Units – 2 Bedroom | | 7.50 |
| | Units – 3 Bedroom or more | | 10.00 |
| Accommodation A | Caravan Park – camping site | Site | 5.00 |
| | Caravan/Cabin site | Site | 5.00 |
| Commercial (Accommodation B) | Hair Dresser/Beauty Salon | Basin | 8.00 |
| | Supermarket | Minimum | 10.00 |
| | Single Retail Shop | Minimum | 10.00 |
| | Medical Centre | Consulting Room | 7.00 |
| | Service Station | Site | 10.00 |
| | DPI Complex | Site | 10.00 |
| | Fish Farm | Site | 20.00 |
| | Restaurant/Cafe | Site | 20.00 |
| | Take Away/Fast Food (no amenities) | Site | 20.00 |
| | Take Away/Fast Food (with amenities) | Site | 20.00 |
| | Butcher Shop | Site | 20.00 |
| | Pub/Bar | Site | 70.00 |
| | All other commercial | Site | 10.00 |
| | Community Facilities | Sporting facility | Site |
| Recreation Club | | Site | 20.00 |
| Child Care Centre | | Site | 20.00 |
| Schools | | Site | 70.00 |
| Public Amenities | | Site | 10.00 |
| Police Station | | Site | 20.00 |
| Industry General | Light Industry | Site | 20.00 |
| | Medium Industry | Site | 50.00 |
| | Heavy Industry | Site | 150.00 |
| Unconnected/ Vacant Land | All categories of use | Lot | 10.00 |

Council has separated Commercial properties into two (2) Classes:

- Class A - are those properties used for camping and caravan purposes and have been assessed by the Council as having a slightly lower impact on the sewerage network than properties in Class B
- Class B - are motels, hotel, resorts, unit accommodation and intensive accommodation.

Table 8 - Karumba Sewerage Utility Charges 2020/2021

| Type | Basis of Charge | Charge |
|-------------------------------|-----------------|----------|
| Residential Charge | per ETV | \$117.63 |
| Unconnected/ Vacant Land | per ETV | \$88.27 |
| Commercial/ Industrial Charge | per ETV | \$117.63 |
| Accommodation A or B Charge | per ETV | \$117.63 |
| Community Facilities Charge | per ETV | \$117.63 |

Waste Management Utility Charges

Council will provide a garbage collection service and disposal facilities (Waste Management) to all domestic and commercial premises within the townships of Normanton and Karumba.

A Waste Management Charge will be levied on all assessments within the townships of Normanton and Karumba. This Waste Management charge is intended to cover the full cost of collection and disposal of household and commercial refuse, as well as for the operation, maintenance and upkeep of the waste management facilities and a portion of the charges shall be associated with capital works in the refuse disposal area and future cost of restoration of the refuse disposal area.

Cleansing charges will be calculated as follows:

- 1) Council will determine a base rate per Waste Management unit through the adoption of the annual budget;
- 2) The Waste Management charge to be levied will be calculated by multiplying the base rate by the number of cleansing units, and;
- 3) The number of cleansing units assigned to each property is to be calculated as follows:
 - a) determine the minimum number of bins allocated to each specific property type as listed in the Table 9 (Garbage Charges Schedule);
 - b) compare the minimum number of bins identified with column 1 in Table 10 (Cleansing Units Applied Schedule) and calculate the number of cleansing units to be applied from column 2 of Table 10.

Table 9 – Garbage Charges Schedule

| Class No. | Classification | Minimum No of Bins | No of Services per Week |
|------------------|--|---------------------------|--------------------------------|
| 1 | Aerodrome | 1 | 3 |
| 2 | Caravan park 1 bin per 3 sites | 1 | 3 |
| 3 | Catering Shop | 2 | 3 |
| 4 | Child Care Centre | 1 | 1 |
| 5 | Dwelling House | 1 | 1 |
| 6 | School – Normanton | 2 | 3 |
| 7 | Multiple Dwelling – each Unit | 1 | 1 |
| 8 | Hospital | 8 | 3 |
| 9 | Hotel Complex/ Licensed Venue | 5 | 3 |
| 10 | Hotel/Motel – Serviced Units – 1 bin per 4 units | 1 | 3 |
| 11 | Light Industry | 1 | 3 |
| 12 | Place of Worship | 1 | 1 |
| 13 | Service Station | 1 | 3 |
| 14 | Shop | 2 | 3 |
| 15 | Truck Depot | 1 | 3 |
| 16 | Waterfront Industry – Category 1 | 1 | 3 |
| 17 | Waterfront Industry – Category 2 | 9 | 3 |
| 18 | Medical Centre | 1 | 3 |
| 19 | Hall | 1 | 1 |
| 20 | Accommodation Units 1 bin per – 2 units | 1 | 1 |
| 21 | Commercial Premises | 2 | 3 |
| 22 | Commercial Industry | 2 | 3 |
| 23 | Tourist Facility | 11 | 3 |
| 24 | Special Purposes | 1 | 3 |
| 25 | Outdoor Entertainment | 2 | 3 |
| 26 | Indoor Entertainment | 1 | 3 |
| 27 | Shopping Centre | 5 | 3 |
| 28 | Motel Complex | 5 | 3 |
| 29 | School – Karumba | 2 | 3 |
| 30 | School – Private | 2 | 3 |
| 31 | Aged Persons Home | 2 | 3 |
| 32 | Depot – Council & Other | 1 | 3 |
| 33 | Karumba Recreation Club | 2 | 3 |
| 34 | Accommodation Building | 1 | 1 |
| 35 | TAFE Complex | 2 | 1 |
| 36 | Post Office | 1 | 1 |

Table 10 - Cleansing Units Applied Schedule

| Minimum Number of Bins Allocated Column 1 | Cleansing Units Applied Column 2 |
|--|-------------------------------------|
| 1 (1 Service) | 1 |
| 1 (3 Services) | 3 |
| 2 - 4 | 6 |
| 5 - 7 | 10 |
| 8 - 10 | 16 |
| 11 - 13 | 22 |
| 14 - 16 | 28 |
| 17 - 19 | 34 |
| 20 - 29 | 40 |
| 30 - 39 | 60 |
| 40 - 49 | 80 |
| 50+ | 100 |

Table 11 - Waste Management Utility Charges 2020/2021

| Type | Basis of Charge | Charge |
|-------------------------|-----------------|----------|
| Waste Management Charge | per unit | \$392.60 |

CONCESSIONS

Pensioner Rates Remission

[s121 Local Government Regulation 2012]

Pursuant to section 119 and 120 (1) (a) of the Local Government Regulation 2012, Council may grant a concession if it is satisfied that the rateable land is owned or occupied by a Pensioner.

Pursuant to section 122 (1) (b) of the Regulation, Council resolves to grant a concession on differential general rates, water, sewerage and garbage utility charges, to a stated class of ratepayer which includes Pensioners.

Council will grant a remission if the owner of the land is:

- (i) A Pensioner and is eligible for the State Government Pensioner remission;
- (ii) Has been a resident within the shire boundary for a period of at least 10 years

Under Council's remission scheme any arrears of rates and charges associated with the residential allotment must be paid in full before a Pensioner becomes entitled to receive the Council rates remission.

Not for Profit/Community Organisations

Pursuant to section 119 and 120 (1) (b) of the Regulation Council may grant a concession if it is satisfied that the rateable land is owned or occupied by a not for profit entity or community organisation.

Pursuant to section 122 (1) (b) of the Regulation, Council resolves to grant a concession on differential general rates, water (excluding excess water consumption charges), sewerage and garbage utility charges, to a stated class of ratepayer which includes a not for profit/community

organisation as that is defined in the Rates Based Financial Assistance Policy – Not For Profit/Community Organisations.

Council acknowledges the contributions made by various community and sporting organisations throughout the shire by way of granting a donation or concession to the organisation. Applications are to be submitted to Council and these will be assessed and determined on a case by case basis.

These concessions are subject to the conditions set out in Council's Rates Based Financial Assistance Policy – Not for Profit/Community Organisations. The Policy sets out the eligibility criteria and the calculation of the quantum of the concession. To be eligible for the concession ratepayers must apply before the commencement of the financial year.

Natural Hardship

Pursuant to section 119 and 120 (1) (c) of the Regulation Council may grant a concession if it is satisfied that the rateable land is owned or occupied by a ratepayer where the payment of the rates and charges would cause hardship to the ratepayer.

Pursuant to section 122 (1) (b) of the Regulation, Council resolves to grant a concession on differential general rates, water (excluding excess water consumption charges), sewerage and garbage utility charges, to a stated class of ratepayer which will include a ratepayer suffering financial hardship.

Council may, at its discretion allow other concessions or remissions if it is of the opinion that some unusual, exceptional and/or serious circumstances exist which may prevent payment of the full amount of rates levied, payment within the appointed time or otherwise delay the payment of rates and charges as they fall due.

Applications for concessions or remissions should be able to demonstrate unusual, exceptional and/or severe difficulty rather than the usual frustration and trials to which everyone is subjected from time to time.

Natural Disaster or Drought Relief

Pursuant to section 119 and 120 (1) (c) of the Regulation Council may grant a concession if it is satisfied that the rateable land is owned or occupied by a ratepayer whose financial position has been adversely impacted by natural disaster or drought and where payment of the rates and charges would cause hardship to the ratepayer.

Pursuant to section 122 (1) (b) of the Regulation, Council resolves to grant a concession on differential general rates, water (excluding excess water consumption charges), sewerage and garbage utility charges, to a stated class of ratepayer being a primary producer or commercial operator adversely affect by natural disaster or drought.

Council may at its discretion grant some relief to rural and commercial ratepayers who are financially stressed by drought or have been affected by natural disaster.

The Department of Primary Industries shall be the determining body for the process of declaration of a drought.

The relief may be in the form of an extension to the period during which Council will permit a discount to be deducted from rates. This period shall be extended to the end of the period covered by the rate levy (31 December or 30 June).

This concession may be available only to stated class of ratepayer being primary producers and select commercial operations who can provide objective evidence of financial difficulty arising from drought or natural disaster.

COVID-19 Pandemic

Pursuant to section 119 and 120 (1) (c) of the Regulation Council may grant a concession if it is satisfied that the rateable land is owned or occupied by a ratepayer whose financial position has been adversely impacted by the restrictions imposed by government during the COVID-19 pandemic under the Non-Essential Business, Activity and Undertaking Closure Direction (No. 8) issued on 29 January 2020 by Queensland Health where payment of the rates and charges would cause hardship to the ratepayer.

Pursuant to section 122 (1) (b) of the Regulation, Council resolves to grant a concession on differential general rates, water (excluding excess water consumption charges), sewerage and garbage utility charges, to a stated class of ratepayer being an Eligible Ratepayer as defined in the 2020/2021 Rates Based Financial Assistance Policy - COVID 19 (Policy) and which satisfies the criteria for the grant of a concession under this Policy.

Council may at its discretion grant some relief to Eligible Ratepayers operating Small Businesses who are financially impacted by the government restrictions imposed to restrict the negative health impact on the Australian population during the COVID-19 Pandemic.

The Department of Health shall be the determining body for the declaration and lifting of the restrictions imposed on Small Businesses during the COVID-19 Pandemic.

The relief may be in the form of rates concession for general rates and utility charges for the 2020/2021 financial year.

This concession may be available only to stated class of ratepayer being an Eligible Ratepayer operating a Small Business within Carpentaria Shire who can provide objective evidence of financial difficulty arising from impact of the COVID-19 restrictions as set out in the Policy.

OTHER MATTERS CONCERNING RATES AND CHARGES

Interest

(s133 Local Government Regulation 2012)]

Pursuant to the Local Government Regulation 2012 Section 133, Council resolves to set the rate of interest on arrears as at 1 July 2020 at 0.00% per annum. In response to the COVID-19 pandemic, Council has elected to freeze interest on all outstanding rates and charges for the period 1 June 2020 to 30 June 2021.

All rates and charges remaining outstanding after the due date will be deemed to be overdue rates.

Discount

(s130 Local Government Regulation 2012)

To encourage the prompt payment of rates and charges pursuant to section 130 (4) of the *Local Government Regulation 2012* Council resolves to allow a discount on gross rates and charges (excluding excess water consumption charges).

Discount for prompt payment is subject to the following provisions:

- (a) all rates and charges levied are paid within 30 days of the date of issue of the rate notice; and
- (b) all other rates and charges appearing on the rate notice (that are not subject to a discount) are paid within 30 days after the date of issue of the rate notice; and
- (c) all other overdue rates and charges relating to the rateable assessment are paid within 30 days of the date of issue of the rate notice.

Pursuant to section 130 (5) the discount allowed is 10% of the rates and charges which are levied with respect to:

- general rates
- utility charges excluding excess water consumption charges

No discount will be allowed on overdue rates and charges or excess water consumption charges.

The maximum discount allowed on the differential general rate is set at \$5,000. There is no maximum limit on the discount for any other rates and charges, only the general rate.

Collection of Outstanding Rates and Charges

Council requires payment of rates and charges within the specified period and it is Council's practice to pursue the collection of outstanding rates and charges diligently but with due concern for any financial hardship faced by relevant ratepayers.

Council will allow property owners who are unable to pay their rates by the due date to enter into an arrangement to pay by instalments according to an agreed schedule, with no recovery action being taken while the arrangement is being maintained. However, interest will be charged on any arrears of rates at the rate set by Council's annual budget resolutions.

Council's Rates and Charges Debt Recovery Policy guides the administration process that is used in the collection of overdue rates and charges. This may include the selection of various recovery actions including the sale of land in accordance with legislative requirements.

Payments In Advance

Council accepts payments in advance of future rate levies. Interest is not payable on any credit balances held.

Issue of Rate Notices

(s107 Local Government Regulation 2012)

Rates and utility charges referred to in the Revenue Statement shall generally be levied half yearly (billing periods beginning August/September and February/March).

A separate rate notice for water excess charges will be issued annually.

Such rates and utility charges shall be payable by the due date detailed on the rate notice.

All rates and charges issued will be due and payable within 30 days of the issue of a notice to pay.

EMERGENCY MANAGEMENT, FIRE AND RESCUE LEVY

Section 94(1)(b)(ii) of the *Local Government Act 2009*

Section 114 and 128A of the *Fire and Emergency Services Act 1990*

Council is required to collect this levy in accordance with the Fire and Emergency Services Act 1990. The levy set this financial year is in accordance with the Fire and Emergency Services Legislation (Fees) Amendment Regulation 2018. The revenue is sent to the state government. It provides for the prevention of, and responses to, fires and other emergency incidents.

FEEES AND CHARGES

Cost Recovery Fees

The cost-recovery (regulatory) charges are identified as such in Council's Fees and Charges Schedule and have been determined with reference to the relevant legislation and where appropriate recover the cost of performing the function or service.

AUTHORITY

It is a requirement of section 104 (5) of the Local Government Act 2009 that for each financial year Council adopt, by resolution, a budget that includes the Revenue Statement.

Chief Executive Officer

____/____/_____
Date

BUSINESS PAPERS

3.4 2020/2021 DEBT POLICY

Attachments: 3.4.1. 2020-2021 Debt Policy [↓](#)
Author: Justin Hancock - Director of Corporate Services
Date: 9 July 2020

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

The 2020/2021 Carpentaria Shire Council Budget, as presented, has been prepared in accordance with section 94 of the Local Government Act 2009 and section 169 of the Local Government Regulation 2012. As stipulated by these regulations, Council must adopt an annual budget which includes various policies and guidelines as well as financial statements prepared on an accrual basis for the 2020/2021 Financial Year and future budget projections over the subsequent nine years which allow for the measures in financial sustainability.

OFFICERS RECOMMENDATION:

That pursuant to section 104 of the Local Government Act 2009 and section 192 of the Local Government Regulation 2012, Council resolves to adopt the 2020/2021 Debt Policy.

Background:

Section 104 of the Local Government Act 2009 requires a local government to establish a system of financial management including a debt policy.

Section 192 (Debt Policy) of the Local Government Regulation 2012 requires that:

- (1) A local government must prepare and adopt a debt policy for a financial year.
- (2) The debt policy must state –
 - a. The new borrowings planned for the current financial year and the next 9 financial years; and
 - b. The period over which the local government plans to repay existing and new borrowings.

Currently Council has not planned for any new borrowing in the 2020/2021 financial period or the next 9 financial years.

Currently Council has \$7,902,519 in borrowings through Queensland Treasury Corporation (QTC) with annual debt service payments of \$842,173 budgeted for the 2020/2021 financial year.

BUSINESS PAPERS

Repayment of the existing debts to QTC will be completed within a period of 7-13 years.

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer – Mark Crawley
- Directors
- Queensland Treasury Corporation

Legal Implications:

- Local Government Act 2009
- Local Government Regulation 2012
- *Statutory Bodies Financial Arrangements Act 1982 (SBFAA); and*
- *Statutory Bodies Financial Arrangement Regulation 2007 (SBFAR).*

Financial and Resource Implications:

- The Financial Plans provide the framework for the future financial direction of Council.

Risk Management Implications:

- The Financial Plans are prepared in order for Council's future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of these Financial Plans must be implemented to ensure statutory compliance.

Corporate Plan Reference:

- Governance
Goal: A well governed, responsive Council, providing effective leadership and management, and respecting community values.

Operational Plan Reference:

- Strategic Management of Council
- Implement sustainable financial management and effective procurement practices



CORPORATE POLICY

POL_E_CSF_004
Corporate Services
Finance

2020/2021 DEBT POLICY

Adopted on XX/XX/XXXX by Council Resolution No. XXXX/XXX

1. POLICY STATEMENT

- 1.1 The Debt Policy is intended to set out the planned borrowings for Council over the next ten (10) years.
- 1.2 The legislative authority for the Debt Policy are:
 - (a) *Local Government Act 2009*, Chapter 4, Part 3, Sections 104(5); and
 - (b) *Local Government Regulation 2012*, Chapter 5, Part 4, Section 192.

2. REPEAL

This Policy repeals all previous versions of policies relating to the Debt Policy.

3. PRINCIPLES

- 3.1 To provide Council with a debt management strategy based on sound financial management guidelines.
- 3.2 To establish a framework for:
 - 3.2.1 The new borrowings planned for the next financial year and the following nine (9) financial years;
and
 - 3.2.2 The period over which Council plans to repay existing and new borrowings.

4. SCOPE

This policy applies to the debt raising and redemption functions of Council.

5. RESPONSIBILITIES

- 5.1 This Policy is to be implemented by all Elected Members and Officers; and
- 5.2 The responsible officer for this Policy is the Director Corporate Services who is required to ensure that the annual budget conforms to this policy.

6. POLICY

- 6.1 It is Council's intention that, in order to provide a better service and value for money to ratepayers, Council will restrict the purpose of loans to asset acquisition and expenditure of a capital nature only. The service that will be provided by long term capital assets will benefit present and future generations. Therefore, it is the opinion of Council that the cost should be shared between present and future generations.
- 6.2 The appropriate mix of debt and internal funding is intended to provide the lowest long-term level of rates which does not over-commit future generations, but which provides adequate flexibility of funding in the short term. The total debt will depend on the outlook for growth in the region. The term of the debt will relate to the life of the asset created but will not exceed twenty (20) years for any individual asset.
- 6.3 Council will not use long-term debt to finance operating activities or recurrent expenditure of Council.
- 6.4 Council will raise all external borrowings from the Queensland Treasury Corporation.

Existing and Planned Future Borrowings, including annual repayments and remaining loan terms.

| Loan Description | Balance as at 30/06/20 | Balance as at 30/06/21 | Est. Annual Loan Payments 2020/2021 | Est. Remaining Term of Loan (Years) |
|---|------------------------|------------------------|-------------------------------------|-------------------------------------|
| Current Carpentaria Shire Borrowings | | | | |
| Karumba Sewerage | 1,943,454 | 1,799,674 | 264,396 | 7.96 |
| Normanton Water Supply | 1,060,221 | 988,618 | 136,128 | 8.73 |
| Raise Glenore Weir | 4,898,844 | 4,651,015 | 441,649 | 12.74 |
| Total Current Carpentaria Shire Borrowings | 7,902,519 | 7,439,307 | 842,173 | |
| Planned "New" Carpentaria Shire Borrowings | | | | |
| FY 2019/2020 | | | | |
| FY 2020/2021 | | | | |
| FY 2021/2022 | | | | |
| FY 2022/2023 | | | | |
| FY 2023/2024 | | | | |
| FY 2024/2025 | | | | |
| FY 2025/2026 | | | | |
| FY 2026/2027 | | | | |
| FY 2027/2028 | | | | |
| FY 2028/2029 | | | | |
| Total Planned "New" Carpentaria Shire Borrowings | | | | |

**Council intends to fully fund its capital program for the next ten years from Government subsidies, funded depreciation, asset sales and capital reserves.*

7. REVIEW

The section 104 of the *Local Government Act 2009* and section 193 of the *Local Government Regulation 2012* require Council to prepare a new Debt Policy for each financial year.

8. RESOLUTION

Adopted by Council on the XX XXXX XXXX by Council Resolution XXXX/XXX.

 Chief Executive Officer

____/____/_____
 Date

BUSINESS PAPERS

3.5 2020/2021 INVESTMENT POLICY

| | |
|---------------------|--|
| Attachments: | 3.5.1. 2020-2021 Investment Policy ↓ |
| Author: | Justin Hancock - Director of Corporate Services |
| Date: | 9 July 2020 |

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

The 2020/2021 Carpentaria Shire Council Budget, as presented, has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. As stipulated by these regulations, Council must adopt an annual budget which includes various policies and guidelines as well as financial statements prepared on an accrual basis for the 2020/2021 Financial Year and future budget projections over the subsequent nine years which allow for the measures in financial sustainability.

OFFICERS RECOMMENDATION:

That pursuant to Section 104 of the Local Government Act and section 191 of the Local Government Regulation 2012, Council resolves to adopt the 2020/2021 Investment Policy.

Background:

Section 104 of the *Local Government Act 2009* requires a local government to establish a system of financial management including an investment policy.

Section 191 (Investment Policy) of the Local Government Regulation 2012 requires that:

- (1) A local government must prepare and adopt an investment policy.
- (2) The investment policy must outline –
 - (a) The local governments investment objectives and overall risk philosophy; and
 - (b) Procedures for achieving the goals related to investment stated in the policy.

Section 104 of the *Local Government Act 2009* requires a local government to establish a system of financial management. The system of financial management established by a local government must include the following financial polices: -

- (i) Investment policy;
- (ii) Debt policy;
- (iii) Revenue policy.

A local government must ensure that the financial policies are regularly reviewed and updated as necessary.

The Investment Policy is reviewed annually and the review is undertaken in conjunction with the adoption of the annual budget.

BUSINESS PAPERS

The Investment Policy has been reviewed and the following amendments have been identified:

- reference to the position of Chief Financial Officer has been replaced with Manager Finance and Administration.

Recommendation:

- That Council adopt the 2020/2021 Investment Policy as presented

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley

Legal Implications:

- Local Government Act 2009
- Local Government Regulation 2012
- *Statutory Bodies Financial Arrangements Act 1982 (SBFAA); and*
- *Statutory Bodies Financial Arrangement Regulation 2019 (SBFAR).*

Financial and Resource Implications:

- The Financial Plans provide the framework for the future financial direction of Council.

Risk Management Implications:

- The Financial Plans are prepared in order for Council's future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of these Financial Plans must be implemented to ensure statutory compliance.

Corporate Plan Reference:

- Governance
Goal: A well governed, responsive Council, providing effective leadership and management, and respecting community values.

Operational Plan Reference:

- Strategic Management of Council
- Implement sustainable financial management and effective procurement practices



CORPORATE POLICY

POL_E_CSF_013
Corporate Services
Finance

2020/2021 INVESTMENT POLICY

Adopted on XX/XX/XXXX by Council Resolution No. XXXX/XXX

1. POLICY STATEMENT

- 1.1 The purpose of this policy is to provide direction and guidelines regarding the investment of cash holdings with an objective to maximise earnings whilst minimising risk to ensure the integrity of Council's funds.
- 1.2 The legislative authority for the Investment Policy are:
 - (a) *Local Government Act 2009 (Act)*;
 - (b) *Local Government Regulation 2012 (Regulation)*;
 - (c) *Statutory Bodies Financial Arrangements Act 1982 (SBFAA)*; and
 - (d) *Statutory Bodies Financial Arrangement Regulation 2019 (SBFAR)*.

2. REPEAL

This policy repeals all previous versions of policies relating to Council Investment.

3. PRINCIPLES

- 3.1 This policy applies to the investment of all surplus funds held by Carpentaria Shire Council. For the purposes of this policy, investments are defined as arrangements that are required or undertaken for the purpose of producing income and/or capital gains.
- 3.2 To establish a framework for:
 - Ensuring that adequate procedures are in place to safeguard public monies;
 - To maximise earnings via capitalising on potential rate of returns, subject to acceptable levels of risk as determined by the *SBFAA*.
 - To have ready access to funds for day-to-day operations without penalty; and
 - To maintain adequate levels of diversification.

4. SCOPE

Carpentaria Shire Council's overall objective is to invest its funds at the most advantageous rate of interest available to it all time for the investment type and a way that it considers most appropriate given the circumstances.

5. POLICY

5.1 Ethics and Conflicts of Interest

Prudent Person Standard

The standard of prudence is to be used by investment officers when managing the overall portfolio. Investments will be managed with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons. This includes having in place appropriate reporting requirements that ensure the investments are being reviewed and overseen regularly.

Investment officers are to manage the investment portfolios not for speculation, but for investment and in accordance with the spirit of this Investment Policy. Investment officers are to avoid any transaction that might harm confidence in Carpentaria Shire Council. They will consider the safety of capital and income objectives when making an investment decision.

Ethics and Conflicts of Interest

Investment officers and employees shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This includes activities that would impair the investment officer's or employee's ability to make impartial decisions as outlined in Council's Code of Conduct Administration Instruction. This policy requires that employees and investment officials disclose to the Manager Finance and Administration any conflict of interest or any investment positions that could be related to the investment portfolio.

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with sections 257 and 259 of the *Local Government Act 2009*.

Authority for the day to day management of Council's Investment Portfolio is delegated by the Chief Executive Officer to the Manager Finance and Administration subject to regular reviews with the Chief Executive Officer.

5.2 Investment Objectives

Councils overall objective is to invest its surplus funds at the most advantageous rate of interest available at the time and in a way that it considers most appropriate given the circumstances.

In order of priority, the objective of undertaking investment activities shall be preservation of capital, maintenance of liquidity and return on investment.

Preservation of Capital

Preservation of capital shall be the principal objective of the investment portfolio. This can be achieved by managing credit and interest rate risk with given risk management parameters and avoiding any transactions that would prejudice confidence in Council or its associated entities.

Credit Risk

The amount invested with any one financial institution should be in accordance with the Credit Risk Guidelines as described in Table 2. Credit risk will be minimised by Council by pre-qualifying all transactions with which they do business, diversify the portfolio and limit transactions to secure investments.

Interest Rate Risk

Minimising the risk of a change in the market value can be managed by maintaining Councils investment portfolio in line with cash flow requirements and limited investments to short term investments.

Maintenance of Liquidity

This refers to Council's ability to access funds in the short-term to meet its day to day liquidity requirements. Council will seek to minimise the costs of failing to adequately manage its day to day liquidity needs through maintaining daily for next week, weekly for the next month, monthly and annual cash forecasts, establishing and maintaining an appropriate cash balance in the transactional banking account, establishing and maintaining a procedure for evaluating investment options for surplus funds and a list of approved investments for short term cash surpluses.

Return on Investment

The portfolio is expected to achieve the following performance benchmarks as a minimum set by Council.

TABLE 1 – INVESTMENT PERFORMANCE BENCHMARK

| Investment | Performance Benchmark |
|--|-------------------------|
| Cash / Cash Plus / Direct Investments | 11 AM and UBS Bank Bill |
| Overnight Deposits | RBA Cash Rate |
| Interest Bearing Deposits/Negotiable Certificates of Deposit | UBS Bank Bill Index |
| Floating Rate Notes | Bank Bill Swap Rate |

5.3 INTERNAL CONTROLS

New Investment Products

No new investment products will be allowed until a full risk assessment has been undertaken by management. These assessments will be signed off by the Chief Executive Officer and reported to Council.

Reporting

The Manager Finance and Administration will provide a quarterly report to Council, detailing the investment portfolio in terms of performance and counterparty exposure.

5.4 INVESTMENT PARAMETERS

Investable funds

For the purposes of this policy, investable funds are Council's cash holdings available for investment at any one time.

The investable funds should match the cash flow needs of Council deemed by the Manager Finance and Administration after preparing Council's annual budget and cash flow forecasts. Once it is determined that the cash flow forecast can be met, surplus funds may be invested for an appropriate period.

Portfolio investment parameters

The structure and features of Council's investments are to be consistent within the time horizon, risk parameters, liquidity requirements and operational guidelines of Council as set out below.

Quotations on investments

Except for investments with the Queensland Treasury Corporation Capital Guaranteed Cash Fund, not less than three quotations shall be obtained from different authorised institutions when an investment is proposed.

In assessing the fair value of quotes obtained, the risk of the entity providing the return must be considered. The Fair Value Calculator provided by the Queensland Treasury Corporation can be used to assist in this evaluation.

Authorised investments

Carpentaria Shire Council is allocated Category 1 Investment Powers as per Part 6 *SBFA Act 1982*. All investments must be denominated in Australian Dollars and undertaken in Australia. All investments undertaken by Council should be in accordance with the authorised investments definitions and restrictions as specified throughout this policy.

The following investments are authorised by this Investment Policy:

- Managed Fund Investments. The total amount invested with any one fund manager should not exceed the limits as described in the Credit Risk Guidelines Table 2 below.
- Direct Investments

Prohibited investments

Investment officers are to manage the investment portfolios not for speculation, but for investment and in accordance with the spirit of this Investment Policy. Investment officers are to avoid any transaction that might harm confidence in Carpentaria Shire Council. They will consider the safety of capital and income objectives when making an investment decision.

In line with Part 6 *SFBA Act 1982*, the following investments are prohibited by this Investment Policy:

- Derivative based instruments (excluding floating rate notices)
- Principal only investments or securities that provide potentially nil or negative cash flow
- Standalone securities that have the underlying futures, options, forward contracts and sways of any kind, and
- Securities issued in non- Australian dollars

Portfolio investment parameters and credit requirements

The following table shows the credit rating and counterparty limits for Council, as a percentage of the market value of the investment portfolio.

TABLE 2 - CREDIT RISK GUIDELINES

| Long Term Rating (Standard & Poor's) | Short Term Rating (Standard & Poor's) | Minimum Percentage of Total Investments | Maximum Percentage of Total Investments | Maximum Term (for fixed term investments only) |
|---|---------------------------------------|---|---|--|
| QTC Cash Fund | QTC Cash Fund | 0% | 100% | 3 years |
| Aaf | Not available | 0% | 50% | n/a |
| AA+ to AA- | A1+ | 0% | 100% | 3 years |
| A+ to A- | A1 | 0% | 75% | 1 year |
| BBB+ to BBB- | A2 | 0% | 50% | 1 year |
| Qualifying Local Financial Institutions | Unrated | \$1m limit | \$1m limit | 90 days |
| Unrated | Unrated | 0% | 0% | n/a |

N.B. The above percentages are based on average annual funds invested.

In the event that the maximum percentage is exceeded based on the average annual funds, the Manager Finance and Administration should submit a report to the Director Corporate Services with internal control and the Chief Executive Officer.

In addition to the above, the following should be noted:

- For the purpose of the day to day management of surplus funds, term to maturity may be:
 - Short term which refers to a period of 1 day to 1 year
 - Short to Medium term refers to a period of 1 to 2 years
 - Long term refers to a period of 2 to 3 years
- Credit Ratings
 If any financial institution's credit rating is downgraded or the credit rating is placed on a negative watch, Council will revise downwards its credit limits or divest the investment as soon as practicable.

- **Qualifying Local Financial Institutions**
 In order to qualify for investment, local institutions must meet the following criteria:
 - provide a benefit to the local community, outside of standard financial institution services;
 - be able to provide competitive term deposit rates that rival those able to be obtained from rated institutions; and
 - satisfy a financial health check that assesses key financial indicators and is to be based on the most recent audited financial statements for the institution as well as that institution's latest available Capital Adequacy Disclosure.

Term to Maturity

The term to maturity of any of Council's direct investments may range from "at Call" to 3 years and will be dependent upon Carpentaria Shire Council's future cash flow requirements, credit risk guidelines and the prevailing outlook regarding interest rates.

TABLE 3 - Time Horizon and Maximum Exposure Guidelines

| Fund Type | Minimum Investment Time Horizon | Maximum Exposure as % Total Investment Portfolio |
|---|---------------------------------|--|
| Cash Funds (at call) | 0-180 days | 100% |
| Cash Plus / Cash Enhanced Funds / Fixed Term Deposits / or equivalent | 0-12 months | 100% |
| Investments that meet the following rating requirements: Rating by Fitch IBCA(Australia) Pty Ltd Aa, AA+ or AAA; or Rating by Moody' Investors Service of: Aa2, Aa1 or Aaa; or Rating by Standard & Poor's (Australia) Pty Ltd of AA, AA+ or AAA | 0 – 36 months | 20% |

New investment products

A new investment product requires a full risk assessment by the Finance Committee and approval by Council

6. INTERNAL CONTROLS

The Director Corporate Services shall establish internal controls and processes that will ensure investment objectives are met and that the investment portfolios are protected from loss, theft or inappropriate use.

The Manager Finance and Administration is responsible for maintaining the approved lists and guidelines that will be updated as required. The established process will include a regular report by the Corporate Services to the Council.

- Reporting recommendations
- Reporting breaches
- Portfolio performance, and
- Compliance and oversight of investment parameters

Each transaction will require written confirmation by the broker/dealer/bank. Council will hold all security documents, or alternatively a third-party custodian authorised by the Manager Finance and Administration may hold security documents.

The Chief Executive Officer will make the final determination with the investments of surplus funds in institutions or with fund managers other than those with QTC.

These investments will be reported to Council on a monthly basis.

7. BREACHES

Any breach of this Investment Policy is to be reported to the Chief Executive Officer and rectified within seven (7) days of the breach occurring.

Where Council holds an investment that is downgraded below the minimum acceptable rating level, as prescribed under regulation for the investment arrangement, Council shall, within twenty eight (28) days after the change becomes known to Council, either obtain Treasurer approval for continuing with the investment arrangement or sell the investment arrangement.

8. REVIEW

Section 104 of the *Local Government Act 2009* and section 191 of the *Local Government Regulation 2012* require Council to prepare a new Investment Policy for each financial year.

9. RESOLUTION

Adopted by Council on the XX XXXX XXXX by Council Resolution XXXX/XXX

Chief Executive Officer

____/____/_____
Date

BUSINESS PAPERS

3.6 ADOPTION OF 2020/2021 BUDGET

Attachments: 3.6.1. 2020-2021 Budget and Long Term Financial Forecasts 2020-2030 [↓](#)

Author: Justin Hancock - Director of Corporate Services

Date: 9 July 2020

Key Outcome: 7.3 - Strategic management of Council

Key Strategy: 7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

This report presents the 2020/2021 Budget and long term financial forecast for the Carpentaria Shire Council for adoption as part of the 2020/2021 budget process.

RECOMMENDATION:

That:

- a) Pursuant to section 104 of the Local Government Act 2009, 170 of the Local Government Regulation 2012 and as prepared in accordance with section 169 of the Local Government Regulation 2012, Council resolves to adopt the Budget for the financial year 2020/2021 financial year as contained in the document entitled 2020/2021 Budget & Long Term Financial Forecasts 2020/2030 and set out in the pages contained therein and incorporating:
 - i. The statements of financial position;
 - ii. The statements of cash flow;
 - iii. The statements of income and expenditure;
 - iv. The statements of changes in equity;
 - v. The long-term financial forecast;
 - vi. The revenue policy and revenue statement;
 - vii. The relevant measures of financial sustainability; and
 - viii. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.
- b) Pursuant to section 173(1) of the Local Government Regulation 2012 Council resolved that all money spent in the 2020/2021 financial year prior to the adoption of the budget has been included in the budget.

Background:

1. In accordance with Section 170 of the *Local Government Regulation 2012*, Council resolves to adopt the tabled budget material, containing information presented to Councillors at the Budget Workshop held on 18 June 2020 and any amendments that Council have resolve to make.
 2. Sections 169 to 171 of the *Local Government Regulation 2012* prescribes the requirements for the adoption of Council's budget. The information that has been
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presented complies with the disclosure requirements for the adoption of Council's budget.

- Statement of Financial Position
- Statement of Income and Expenditure
- Statement of Cash Flows
- Statement of Changes in Equity
- Relevant Measures of Financial Sustainability
- Long Term Financial Forecast
- Percentage of Change in Rates & Utility Charges

3. Council has undertaken a lengthy process to review the preparations staff and management have made for the 2020/2021 Budget. This process has involved a series of workshops where the various components of the budget and plans that have been prepared by Council officers have been reviewed and amended where necessary by Councillors. In particular the Revenue Statement, Register of Cost Recovery Fees and Schedule of Commercial and Other Charges, Original 2020/2021 Budget and Ten year Financial Plan.
4. The 2020/2021 budget will continue Council's financial position while delivering a \$18.7m capital works program. The capital program will deliver programs such as; John Henry Oval Upgrade, \$5.752m in necessary water and sewerage infrastructure works and \$6.676m in roads construction works. Council has also committed major operating projects such as the Normanton to Karumba Fibre Optic Link, Karumba Foreshore Recovery, Flinders River Floodplain Investigation and more projects at a cost of \$2.912m.
5. Rates, fees and charges are to be kept at fair and reasonable levels for all ratepayer categories. Council has some significant infrastructure to deliver over the next two to three years and this needs to be done in a fiscally responsible manner.
6. In accordance with Section 173 (1) of the *Local Government Regulation 2012* 'A local government may spend money in a financial year before adopting its budget for the financial year only if the local government provides for the spending in the budget for the financial year.' All money spent prior to the adoption of this budget has been accounted for in the 2020/2021 Budget.

Consultation (Internal/External):

- Councillors
- Chief Executive Officer
- Directors
- Managers

Legal Implications:

- Local Government Act 2009
- Local Government Regulation 2012

Financial and Resource Implications:

- The information presented incorporates both the proposed budget for 2020/21 and the Ten Year Financial Forecast. The budget details how Council will fund the provision of services, programs and projects

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Risk Management Implications:

- The budget must be adopted before 1 August and in accordance with the requirements of the Local Government Act 2009 and Local Government Regulation 2012

Carpentaria Shire Council
Budgeted Statement of Income and Expenditure
For the year ending 30 June

Reference LGR S169(1)(b) and LGR S169 (3)

| | Proposed 2020-2021 \$ | Forecast 2021-2022 \$ | Forecast 2022-2023 \$ |
|---|-----------------------------|-----------------------------|-----------------------------|
| Operating Revenue | | | |
| Rates and Utility Charges | 8,452,000 | 8,705,560 | 8,966,727 |
| Less: Discount Allowed | (585,000) | (596,700) | (608,634) |
| | 7,867,000 | 8,108,860 | 8,358,093 |
| Contributions from Developers | 0 | 0 | 0 |
| Fees and Charges | 608,000 | 626,240 | 645,031 |
| Rental Income | 531,000 | 558,270 | 585,961 |
| Interest | 200,000 | 206,000 | 212,180 |
| Recoverable Works | 10,061,000 | 10,359,830 | 10,667,626 |
| Other Income | 7,000 | 7,210 | 7,427 |
| Operating Grants and Subsidies | 60,698,000 | 21,771,540 | 22,424,688 |
| Total Operating Revenues | 79,972,000 | 41,637,950 | 42,901,006 |
| Operating Expenditure | | | |
| Employee benefits | (11,720,000) | (11,708,580) | (11,942,748) |
| Material and services | (70,340,000) | (29,230,580) | (29,960,267) |
| Finance costs | (399,000) | (406,980) | (415,119) |
| Depreciation | (14,229,000) | (13,174,000) | (11,902,000) |
| OPERATING RESULT | (96,688,000) | (54,520,140) | (54,220,134) |
| Capital Items | | | |
| Sale of Non-Current Assets | 30,000 | 30,000 | 30,000 |
| Contributions | 0 | 0 | 0 |
| Capital Grants, and Subsidies | 11,768,000 | 1,566,000 | 1,566,000 |
| INCREASE IN OPERATING CAPABILITY | (4,918,000) | (11,286,190) | (9,723,128) |

Carpentaria Shire Council
Statement of Financial Position
For the year ended 30 June

Reference LGR \$168, \$169 (2) (a) and \$171

| | Proposed 2020-2021 | Forecast 2021-2022 | Forecast 2022-2023 | Forecast 2023-2024 | Forecast 2024-2025 | Forecast 2025-2026 | Forecast 2026-2027 | Forecast 2027-2028 | Forecast 2028-2029 | Forecast 2029-2030 |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Current Assets | | | | | | | | | | |
| Cash and Equivalents | 11,865,705 | 11,700,167 | 11,600,230 | 12,519,468 | 11,564,153 | 11,479,190 | 11,721,310 | 11,975,152 | 12,540,598 | 13,100,003 |
| Trade and Other Receivables | 943,228 | 943,228 | 743,228 | 743,228 | 743,228 | 743,228 | 743,228 | 743,228 | 743,228 | 643,228 |
| Inventories | 535,632 | 535,632 | 535,632 | 535,632 | 535,632 | 535,632 | 535,632 | 535,632 | 535,632 | 535,632 |
| Other Financial Assets | 478,207 | 478,207 | 478,207 | 478,207 | 478,207 | 478,207 | 478,207 | 478,207 | 478,207 | 478,207 |
| ATO Receivable | 360,000 | 360,000 | 360,000 | 360,000 | 360,000 | 360,000 | 360,000 | 360,000 | 250,000 | 250,000 |
| Investments | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 850,000 | 700,000 | 550,000 | 500,000 | 500,000 | 500,000 |
| Total Current Assets | 15,182,772 | 15,017,234 | 14,717,297 | 15,536,535 | 14,531,220 | 14,296,257 | 14,388,377 | 14,592,219 | 15,047,665 | 15,507,070 |
| Non-Current Assets | | | | | | | | | | |
| Trade and Other Receivables | 159,534 | 159,534 | 159,534 | 159,534 | 159,534 | 159,534 | 159,534 | 159,534 | 159,534 | 159,534 |
| Property, Plant and Equipment | 346,984,156 | 351,826,156 | 341,790,156 | 332,949,156 | 325,230,156 | 319,805,156 | 314,638,156 | 309,739,156 | 306,090,156 | 302,703,156 |
| Capital Works in Progress | 18,016,000 | 1,866,000 | 1,866,000 | 1,866,000 | 3,913,000 | 3,913,000 | 3,913,000 | 4,913,000 | 4,913,000 | 5,913,000 |
| Total Non-Current Assets | 365,159,690 | 353,851,690 | 343,815,690 | 334,974,690 | 329,302,690 | 323,877,690 | 318,710,690 | 314,811,690 | 311,162,690 | 308,775,690 |
| TOTAL ASSETS | 380,342,462 | 368,868,924 | 358,532,987 | 350,611,225 | 343,833,910 | 338,173,947 | 333,099,067 | 329,403,909 | 326,210,355 | 324,282,760 |
| Current Liabilities | | | | | | | | | | |
| Trade and Other Payables | 3,981,672 | 3,981,672 | 3,981,672 | 4,381,673 | 4,381,673 | 4,381,673 | 4,381,673 | 4,581,674 | 4,661,673 | 4,860,662 |
| Interest Bearing Liabilities | 539,998 | 512,809 | 539,668 | 568,007 | 597,911 | 629,470 | 662,780 | 697,942 | 735,065 | 370,449 |
| Other Accounts Payable | 100,000 | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Provisions | 919,872 | 919,872 | 919,872 | 919,872 | 919,872 | 919,872 | 919,872 | 919,872 | 919,872 | 919,872 |
| Total Current Liabilities | 5,541,542 | 5,514,353 | 5,541,212 | 5,869,552 | 5,899,456 | 5,931,015 | 5,964,325 | 6,199,488 | 6,316,610 | 6,150,983 |
| Non-Current Liabilities | | | | | | | | | | |
| Interest Bearing Liabilities | 7,057,920 | 6,439,150 | 5,899,482 | 5,331,475 | 4,733,564 | 4,104,094 | 3,441,314 | 2,743,372 | 2,008,307 | 1,538,869 |
| Provisions | 2,060,847 | 2,060,847 | 2,060,847 | 2,060,847 | 2,060,847 | 2,060,847 | 2,060,847 | 2,060,847 | 2,060,847 | 2,060,847 |
| Other Accounts Payable | 200,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Non-Current Liabilities | 9,318,767 | 8,599,997 | 7,960,329 | 7,392,322 | 6,794,411 | 6,164,941 | 5,502,161 | 4,804,219 | 4,069,154 | 3,599,716 |
| TOTAL LIABILITIES | 14,860,309 | 14,114,350 | 13,501,541 | 13,261,874 | 12,693,867 | 12,095,956 | 11,466,486 | 11,003,707 | 10,385,764 | 9,750,699 |
| NET COMMUNITY ASSETS | 365,482,153 | 354,754,574 | 345,031,446 | 337,249,351 | 331,140,043 | 326,077,991 | 321,632,581 | 318,400,203 | 315,824,591 | 314,532,061 |
| Community Equity | 268,161,543 | 268,720,153 | 268,720,153 | 268,720,153 | 268,720,153 | 268,720,153 | 268,720,153 | 268,720,153 | 268,720,153 | 268,720,153 |
| Asset Revaluation Reserve | 97,320,610 | 86,034,421 | 76,311,293 | 68,629,198 | 62,419,890 | 57,357,838 | 52,912,428 | 49,680,050 | 47,104,438 | 45,811,908 |
| Retained Surplus | 365,482,153 | 354,754,574 | 345,031,446 | 337,249,351 | 331,140,043 | 326,077,991 | 321,632,581 | 318,400,203 | 315,824,591 | 314,532,061 |
| TOTAL COMMUNITY EQUITY | | | | | | | | | | |

Carpentaria Shire Council
Statement of Cash Flows
For the year ended 30 June

Reference LGR 5168, 5169 (2) (a) and 5171

| | Budget 2020-2021 | Forecast 2021-2022 | Forecast 2022-2023 | Forecast 2023-2024 | Forecast 2024-2025 | Forecast 2025-2026 | Forecast 2026-2027 | Forecast 2027-2028 | Forecast 2028-2029 | Forecast 2029-2030 |
|---|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Cash flows from operating activities: | | | | | | | | | | |
| Receipts from customers | 26,666,954 | 19,132,140 | 19,508,177 | 20,313,781 | 20,775,378 | 21,417,866 | 22,067,209 | 22,848,822 | 23,478,224 | 24,211,345 |
| Payments to suppliers and employees | (82,160,000) | (40,939,160) | (41,903,015) | (42,369,815) | (43,371,374) | (43,863,101) | (44,907,564) | (45,429,237) | (46,511,882) | (47,068,826) |
| | (55,493,046) | (21,807,020) | (22,394,838) | (22,056,034) | (22,595,996) | (22,445,235) | (22,840,355) | (22,580,415) | (23,033,658) | (22,857,481) |
| Interest received | 200,000 | 206,000 | 212,180 | 218,545 | 225,101 | 231,854 | 238,810 | 245,974 | 253,353 | 260,954 |
| Rental income | 531,000 | 558,270 | 585,961 | 614,086 | 642,658 | 671,691 | 691,842 | 712,596 | 733,975 | 755,993 |
| Non capital grants and contributions | 53,091,790 | 21,771,540 | 22,424,688 | 23,097,428 | 23,790,351 | 24,504,060 | 25,239,182 | 25,996,356 | 26,776,245 | 27,579,531 |
| Borrowing costs | (399,000) | (406,980) | (415,119) | (415,119) | (423,422) | (423,422) | (431,889) | (431,889) | (440,527) | (440,527) |
| | (2,069,256) | 321,810 | 412,872 | 1,458,906 | 1,638,692 | 2,538,948 | 2,897,590 | 3,942,622 | 4,289,388 | 5,298,470 |
| Cash flows from investing activities: | | | | | | | | | | |
| Payments for property, plant and equipment | (17,540,868) | (1,866,000) | (1,866,000) | (1,866,000) | (3,913,000) | (3,913,000) | (3,913,000) | (4,913,000) | (4,913,000) | (5,913,000) |
| Proceeds from sale of property, plant and equipment | 276,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| Grants, subsidies, contributions and donations | 11,768,000 | 1,566,000 | 1,566,000 | 1,566,000 | 1,587,000 | 1,587,000 | 1,587,000 | 1,587,000 | 1,587,000 | 1,609,000 |
| | (5,496,868) | 0 | 0 | 0 | (2,026,000) | (2,026,000) | (2,026,000) | (3,026,000) | (3,026,000) | (4,004,000) |
| Cash flows from financing activities: | | | | | | | | | | |
| Proceeds from borrowings | (463,212) | (487,349) | (512,809) | (539,668) | (568,007) | (597,911) | (629,470) | (662,780) | (697,942) | (735,065) |
| Net cash inflow (outflow) from financing activities | (463,212) | (487,349) | (512,809) | (539,668) | (568,007) | (597,911) | (629,470) | (662,780) | (697,942) | (735,065) |
| Net increase (decrease) in cash held | (8,029,336) | (165,539) | (99,937) | 919,238 | (955,315) | (84,963) | 242,120 | 253,842 | 565,446 | 559,405 |
| Cash at beginning of reporting period | 19,895,041 | 11,865,705 | 11,700,167 | 11,600,230 | 12,519,468 | 11,564,153 | 11,479,190 | 11,721,310 | 11,975,152 | 12,540,598 |
| Cash at end of reporting period | 11,865,705 | 11,700,167 | 11,600,230 | 12,519,468 | 11,564,153 | 11,479,190 | 11,721,310 | 11,975,152 | 12,540,598 | 13,100,003 |

Carpentaria Shire Council
Budgeted Statement of Income and Expenditure
For the year ending 30 June

Reference LGR \$168, \$169 (2) (a) and \$171

| | Proposed 2020-2021 | Forecast 2021-2022 | Forecast 2022-2023 | Forecast 2023-2024 | Forecast 2024-2025 | Forecast 2025-2026 | Forecast 2026-2027 | Forecast 2027-2028 | Forecast 2028-2029 | Forecast 2029-2030 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Operating Revenue | | | | | | | | | | |
| Rates and Utility Charges | 8,452,000 | 8,705,560 | 8,966,727 | 9,235,729 | 9,512,800 | 9,798,184 | 10,092,129 | 10,394,892 | 10,706,738 | 11,027,940 |
| Less: Discount Allowed | (585,000) | (596,700) | (608,634) | (608,634) | (620,807) | (620,807) | (633,223) | (633,223) | (645,887) | (645,887) |
| | 7,867,000 | 8,108,860 | 8,358,093 | 8,627,095 | 8,891,993 | 9,177,377 | 9,458,906 | 9,761,669 | 10,060,851 | 10,382,053 |
| Contributions from Developers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fees and Charges | 608,000 | 626,240 | 645,031 | 664,381 | 684,311 | 704,842 | 725,986 | 747,766 | 770,204 | 793,308 |
| Rental Income | 531,000 | 558,270 | 585,961 | 614,086 | 642,658 | 671,691 | 691,842 | 712,596 | 733,975 | 755,993 |
| Interest | 200,000 | 206,000 | 212,180 | 218,545 | 225,101 | 231,854 | 238,810 | 245,974 | 253,353 | 260,954 |
| Recoverable Works | 10,061,000 | 10,359,830 | 10,667,626 | 10,984,655 | 11,311,194 | 11,647,530 | 11,993,956 | 12,350,775 | 12,718,298 | 13,096,847 |
| Other Income | 7,000 | 7,210 | 7,427 | 7,650 | 7,880 | 8,117 | 8,361 | 8,612 | 8,871 | 9,137 |
| Operating Grants and Subsidies | 60,698,000 | 21,771,540 | 22,424,688 | 23,097,428 | 23,790,351 | 24,504,060 | 25,239,182 | 25,996,356 | 26,776,245 | 27,579,531 |
| Total Operating Revenues | 79,972,000 | 41,637,950 | 42,901,006 | 44,213,840 | 45,553,488 | 46,945,471 | 48,357,043 | 49,823,748 | 51,321,797 | 52,877,823 |
| Operating Expenditure | | | | | | | | | | |
| Employee benefits | (11,720,000) | (11,708,580) | (11,942,748) | (11,942,748) | (12,181,606) | (12,181,606) | (12,425,232) | (12,425,232) | (12,673,739) | (12,673,739) |
| Material and services | (70,340,000) | (29,230,580) | (29,960,267) | (30,427,067) | (31,189,768) | (31,681,495) | (32,482,332) | (33,004,005) | (33,838,143) | (34,395,087) |
| Finance costs | (399,000) | (406,980) | (415,119) | (415,119) | (423,422) | (423,422) | (431,889) | (431,889) | (440,527) | (440,527) |
| Depreciation | (14,229,000) | (13,174,000) | (11,902,000) | (10,707,000) | (9,585,000) | (9,338,000) | (9,080,000) | (8,812,000) | (8,562,000) | (8,300,000) |
| OPERATING RESULT | (96,668,000) | (54,520,140) | (54,220,134) | (53,491,934) | (53,379,796) | (53,624,523) | (54,419,453) | (54,673,126) | (55,514,409) | (55,809,353) |
| Capital Items | | | | | | | | | | |
| Sale of Non-Current Assets | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Contributions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Grants, and Subsidies | 11,768,000 | 1,566,000 | 1,566,000 | 1,566,000 | 1,587,000 | 1,587,000 | 1,587,000 | 1,587,000 | 1,587,000 | 1,609,000 |
| INCREASE IN OPERATING CAPABILITY | (49,918,000) | (11,286,190) | (9,723,128) | (7,682,094) | (6,209,308) | (5,062,052) | (4,445,410) | (3,232,378) | (2,575,612) | (1,292,550) |

Carpentaria Shire Council
Statement of Changes in Equity
For the year ended 30 June

Reference LGR S168, S169 (2) (a) and S171

| | Asset revaluation reserve \$ | Retained surplus \$ | Total \$ |
|--|---------------------------------------|------------------------|--------------|
| Balance at 30 Jun 2020 | 268,161,543 | 102,238,610 | 370,400,153 |
| Increase / (decrease) in asset revaluation surplus | | | |
| Net result for the period | | (4,918,000) | (4,918,000) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2021 | 268,161,543 | 97,320,610 | 365,482,153 |
| Increase / (decrease) in asset revaluation surplus | 558,610 | | 558,610 |
| Net result for the period | | (11,286,190) | (11,286,190) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2022 | 268,720,153 | 86,034,421 | 354,754,574 |
| Increase / (decrease) in asset revaluation surplus | | | |
| Net result for the period | | (9,723,128) | (9,723,128) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2023 | 268,720,153 | 76,311,293 | 345,031,446 |
| Increase / (decrease) in asset revaluation surplus | | | |
| Net result for the period | | (7,682,094) | (7,682,094) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2024 | 268,720,153 | 68,629,198 | 337,349,351 |
| Increase / (decrease) in asset revaluation surplus | | | |
| Net result for the period | | (6,209,308) | (6,209,308) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2025 | 268,720,153 | 62,419,890 | 331,140,043 |
| Increase / (decrease) in asset revaluation surplus | | | |
| Net result for the period | | (5,062,052) | (5,062,052) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2026 | 268,720,153 | 57,357,838 | 326,077,991 |
| Increase / (decrease) in asset revaluation surplus | | | |
| Net result for the period | | (4,445,410) | (4,445,410) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2027 | 268,720,153 | 52,912,428 | 321,632,581 |
| Increase / (decrease) in asset revaluation surplus | | | |
| Net result for the period | | (3,232,378) | (3,232,378) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2028 | 268,720,153 | 49,680,050 | 318,400,203 |
| Increase / (decrease) in asset revaluation surplus | | | |
| Net result for the period | | (2,575,612) | (2,575,612) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2029 | 268,720,153 | 47,104,438 | 315,824,591 |
| Increase / (decrease) in asset revaluation surplus | | | |
| Net result for the period | | (1,292,530) | (1,292,530) |
| Transfers to reserves | | | |
| Transfers from reserves | | | |
| Balance at 30 Jun 2030 | 268,720,153 | 45,811,908 | 314,532,061 |

Carpentaria Shire - 2020/2021 Proposed Capital Expenditure Budget

| Priority | Asset Description | Type | Pr Expenditure | Total Budget | Draft Budget 2020-21 | Sources of Funding | | | | | | | | | | | | |
|--------------|---|------|----------------|------------------|----------------------|--------------------------|-----------------|----------------------|----------|----------|----------|----------|-------------------|------------------|----------|----------|----------|------------------|
| | | | | | | Total Sources of Funding | General Revenue | Asset Sales / Trades | TID's | RFR | W4Q | GRA | Grant / Subsidies | Restricted Funds | | | | |
| 1 | Buildings | | | | | | | | | | | | | | | | | |
| | 1 W4Q - Administration Office Upgrades | U | 65,000 | 150,000 | 85,000 | 85,000 | | | | | | | | | | | | 10,000 |
| | 1 W4Q - Office - Normanston Water Treatment Plant | N | 0 | 125,000 | 125,000 | 125,000 | | | | | | | | | | | | 0 |
| | 1 W4Q - Office - Kurumba Sewerage Treatment Plant | N | 33,000 | 100,000 | 67,000 | 67,000 | | | | | | | | | | | | 17,000 |
| Total | | | 98,000 | 375,000 | 277,000 | 277,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27,000 |
| 1 | Housing | | | | | | | | | | | | | | | | | |
| | 1 W4Q 19 20 - 38 Woodward St Normanston | U | 11,000 | 25,000 | 14,000 | 14,000 | | | | | | | | | | | | 14,000 |
| | 1 W4Q 19 20 - 36 Woodward St Normanston | U | 74,000 | 82,000 | 8,000 | 8,000 | | | | | | | | | | | | 8,000 |
| | 1 W4Q 19 20 - 23 Woodward St Normanston | U | 188,000 | 188,000 | 0 | 0 | | | | | | | | | | | | 0 |
| | 1 W4Q 19 20 - 2 Norman St Normanston | U | 130,000 | 149,000 | 13,000 | 13,000 | | | | | | | | | | | | 13,000 |
| | 1 W4Q 19 20 - 140 Tappin Street Kurumba | U | 45,000 | 45,000 | 0 | 0 | | | | | | | | | | | | 0 |
| | 1 W4Q COVID - Greenway Street - Drainage Improvements | N | 0 | 25,000 | 25,000 | 25,000 | | | | | | | | | | | | 0 |
| Total | | | 454,000 | 514,000 | 60,000 | 60,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 35,000 |
| 1 | Other Infrastructure | | | | | | | | | | | | | | | | | |
| | 1 NFN Keniluply Range Ramp (NDMP) | N | 7,000 | 950,000 | 943,000 | 943,000 | | | | | | | | | | | | 943,000 |
| | 1 LUCP - Cemetery - Bodge Grounds Footpath | N | 0 | 375,000 | 375,000 | 375,000 | | | | | | | | | | | | 375,000 |
| | 1 LUCP - John Henry Oval Playground | N | 0 | 275,000 | 275,000 | 275,000 | | | | | | | | | | | | 275,000 |
| | 1 LUCP - LWBDC Hatchery Fence | N | 0 | 31,000 | 31,000 | 31,000 | | | | | | | | | | | | 31,000 |
| | 1 LUCP - MCC Soft Fall | N | 0 | 30,000 | 30,000 | 30,000 | | | | | | | | | | | | 30,000 |
| | 1 W4Q - Trades Shed - refurbishment | N | 186,000 | 200,000 | 14,000 | 14,000 | | | | | | | | | | | | 14,000 |
| | 1 W4Q - Showgrounds, Basecourse & Bodge Grounds - Transformer Upgrade | U | 2,000 | 40,000 | 38,000 | 38,000 | | | | | | | | | | | | 38,000 |
| | 1 W4Q - Aburton Block - Kurumba Boat Ramp | U | 30,000 | 105,000 | 75,000 | 75,000 | | | | | | | | | | | | 75,000 |
| | 1 W4Q COVID - Normanston Water Treatment (fiber shed refurbishment) | U | 0 | 145,000 | 145,000 | 145,000 | | | | | | | | | | | | 145,000 |
| | 1 John Henry Oval Upgrade (active Community Infrastructure) | N | 0 | 1,000,000 | 1,000,000 | 1,000,000 | | | | | | | | | | | | 1,000,000 |
| | 1 Normanston Aerodrome Line Marking | N | 0 | 35,000 | 35,000 | 35,000 | | | | | | | | | | | | 35,000 |
| | 1 Kurumba Aerodrome Line Marking | N | 0 | 25,000 | 25,000 | 25,000 | | | | | | | | | | | | 25,000 |
| | 2 Gilbert Street Pontoon Repairs | R | 0 | 15,000 | 15,000 | 15,000 | | | | | | | | | | | | 15,000 |
| | 1 W4Q - Installation of Solar PV Sinks | N | 0 | 539,000 | 539,000 | 539,000 | | | | | | | | | | | | 539,000 |
| | 2 Soots Boiler Door Replacement | N | 0 | 20,000 | 20,000 | 20,000 | | | | | | | | | | | | 20,000 |
| | 1 Norman River - Telecommunications Towers - Fibre Funding Grant | N | 0 | 85,000 | 85,000 | 85,000 | | | | | | | | | | | | 85,000 |
| | 1 BCR LWBDC Entertainment Area | N | 50,000 | 260,000 | 210,000 | 210,000 | | | | | | | | | | | | 210,000 |
| Total | | | 275,000 | 4,180,000 | 3,855,000 | 3,855,000 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,005,000 |
| 1 | Plant & Equipment | | | | | | | | | | | | | | | | | |
| | 1 W4Q - Normanston Town hall PA System | N | 20,000 | 22,000 | 2,000 | 2,000 | | | | | | | | | | | | 2,000 |
| | 2 P4138 - Graco Linerater IV 2500PS (linemarker) | R | 0 | 30,000 | 30,000 | 30,000 | | | | | | | | | | | | 30,000 |
| | 2 CATERILLAR 1400N MOTOR GRADER (Self P2018 & P1311) | R | 0 | 440,000 | 440,000 | 440,000 | | | | | | | | | | | | 440,000 |
| | 2 P1673 - Toyota Landcruiser Prado GXL Wagon | R | 0 | 65,000 | 65,000 | 65,000 | | | | | | | | | | | | 65,000 |
| | 2 P1680 - Toyota Hilux SR Dual Cab 4x4 Utility | R | 0 | 55,000 | 55,000 | 55,000 | | | | | | | | | | | | 55,000 |
| | 2 P1665 - Toyota Landcruiser Single Cab Utility | R | 0 | 55,000 | 55,000 | 55,000 | | | | | | | | | | | | 55,000 |
| | 2 P1770 - Ford Ranger Extra Cab 4x4 Utility | R | 0 | 55,000 | 55,000 | 55,000 | | | | | | | | | | | | 55,000 |
| | 2 P1604 - Toyota Hilux SR Dual Cab 4x4 Utility | R | 0 | 130,000 | 130,000 | 130,000 | | | | | | | | | | | | 130,000 |
| | 2 Job Truck (Self Priced - Toyota Landcruiser Dual Cab Utility) | R | 0 | 100,000 | 100,000 | 100,000 | | | | | | | | | | | | 100,000 |
| | 2 P1625 - Toyota Hilux SR 4x4 Single Cab Utility | R | 0 | 45,000 | 45,000 | 45,000 | | | | | | | | | | | | 45,000 |
| | 2 P1568 - Toyota Hilux SR DC 5 Speed Ute | R | 0 | 35,000 | 35,000 | 35,000 | | | | | | | | | | | | 35,000 |
| | 2 P1608 - Toyota Landcruiser Workmate Utility | R | 0 | 35,000 | 35,000 | 35,000 | | | | | | | | | | | | 35,000 |
| | 2 P1781 - Toyota Hilux SR TD 4x4 Dual Cab Utility | R | 0 | 55,000 | 55,000 | 55,000 | | | | | | | | | | | | 55,000 |
| | 2 P1769 - Toyota Hilux SR TD 4x4 Dual Cab Utility | R | 0 | 55,000 | 55,000 | 55,000 | | | | | | | | | | | | 55,000 |
| | 2 P1750 - Toyota Hilux SR 4x4 Dual Cab Utility | R | 0 | 55,000 | 55,000 | 55,000 | | | | | | | | | | | | 55,000 |
| Total | | | 20,000 | 2,000 | 2,000 | 2,000 | 30,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,005,000 |

Carpentaria Shire - 2020/2021 Proposed Capital Expenditure Budget

| Priority | Asset Description | Type | PV Expenditure | Total Budget | Drift Budget 2020-21 | Sources of Funding | | | | | | | | | | | | |
|--------------|---|------|------------------|-------------------|----------------------|--------------------------|------------------|----------------------|------------------|----------------|------------------|------------------|-------------------|------------------|------------------|----------|----------|----------|
| | | | | | | Total Sources of Funding | General Revenue | Asset Sales / Trades | TID's | R/R | W4Q | GRA | Grant / Subsidies | Restricted Funds | | | | |
| | 2/p1771 - Toyota Hilux SR 4x4 Dual Cab Utility | R | | 55,000 | 55,000 | 55,000 | 47,000 | 8,000 | | | | | | | | | | |
| | 2/p1774 - Toyota Hilux SR TD 4x4 Dual Cab Utility | R | | 55,000 | 55,000 | 55,000 | 47,000 | 8,000 | | | | | | | | | | |
| | 2/p4016 - Jacobsen R-3117 Wide area Mower | R | | 60,000 | 60,000 | 60,000 | 54,000 | 6,000 | | | | | | | | | | |
| | 2/p4013 - Kubota F3680 Front Deck Mower | R | | 60,000 | 60,000 | 60,000 | 54,000 | 6,000 | | | | | | | | | | |
| | 2/p6500 Carbboard Shredder - Karumba Transfer St | R | | 0 | 0 | 0 | (7,000) | 7,000 | | | | | | | | | | |
| | 2/p4139 Vermeer BC1200X1 Wood Chipper | R | | 0 | 0 | 0 | (6,000) | 6,000 | | | | | | | | | | |
| | 2/p1316 Caterpillar 936E Landfill Compactor | R | | 0 | 0 | 0 | (11,000) | 11,000 | | | | | | | | | | |
| Total | | | 20,000 | 1,417,000 | 1,397,000 | 1,397,000 | 1,119,000 | 276,000 | 0 | 0 | 2,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Roads | | | | | | | | | | | | | | | | | |
| | 1/NDRP Little Byrce Approaches to Causeway | U | 187,000 | 396,000 | 209,000 | 209,000 | 49,000 | | | | | | | | | | | |
| | 1/TIDS/R/R - Normanton to Burketown | U | 0 | 1,820,000 | 1,820,000 | 1,820,000 | 1,997,000 | | 910,000 | | | | | | | | | |
| | 1/NDHP Burke & Willy Monument Road | U | 0 | 138,000 | 138,000 | 138,000 | 277,000 | | | | | | | | | | | |
| | 1/Normanton Burketown Seal Project 11/12 CSC 0017 1819E REC | U | 0 | 745,000 | 745,000 | 745,000 | 109,000 | | | | | | | | | | | |
| | 1/Normanton Burketown Seal Project 13 CSC 0016 1819E REC | U | 0 | 2,658,000 | 2,658,000 | 2,658,000 | 35,000 | | | | | | | | | | | |
| | 3/Ord Cronon Road Grid | N | 0 | 35,000 | 35,000 | 35,000 | 60,000 | | | | | | | | | | | |
| | 2/Disability Access Normanton - footpaths | U | 0 | 60,000 | 60,000 | 60,000 | 40,000 | | | | | | | | | | | |
| | 2/Disability Access Karumba - footpaths | U | 0 | 45,000 | 45,000 | 45,000 | 40,000 | | | | | | | | | | | |
| | 3/Stone Grid installations | N | 0 | 40,000 | 40,000 | 40,000 | 40,000 | | | | | | | | | | | |
| | 1/ATS1 TIDS Dunbar Kowanyama Road Footway | U | 0 | 925,000 | 925,000 | 925,000 | 40,000 | | 925,000 | | | | | | | | | |
| Total | | | 187,000 | 6,862,000 | 6,675,000 | 6,675,000 | 544,000 | 0 | 1,835,000 | 711,000 | 0 | 2,540,000 | 0 | 0 | 1,025,000 | 0 | 0 | 0 |
| | Water Infrastructure | | | | | | | | | | | | | | | | | |
| | 1/Ghoree Weir Rectification Stage 2 (UGSP) | U | 1,265,000 | 3,917,000 | 2,652,000 | 2,652,000 | 1,007,000 | | | | | | | | | | | |
| | 1/IBH4 - Raw Water Irrigation | N | 5,000 | 950,000 | 945,000 | 945,000 | 245,000 | | | | | | | | | | | |
| | 1/W4Q COVID - Normanton Water Treatment Plant Clarifier | N | 0 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | | | | | | | | | | | |
| | 1/W4Q COVID - Yagup Street Valve Replacement | R | 0 | 80,000 | 80,000 | 80,000 | 200,000 | | | | | | | | | | | |
| | 1/W4Q COVID - Normanton Water Filter Refurbishment Phase 3 | R | 0 | 200,000 | 200,000 | 200,000 | 120,000 | | | | | | | | | | | |
| | 1/W4Q COVID - Recycling of Reservoir | R | 0 | 120,000 | 120,000 | 120,000 | 120,000 | | | | | | | | | | | |
| Total | | | 1,270,000 | 6,267,000 | 4,997,000 | 4,997,000 | 1,252,000 | 0 | 0 | 0 | 1,400,000 | 0 | 1,465,000 | 0 | 700,000 | 0 | 0 | 0 |
| | Sewerage Infrastructure | | | | | | | | | | | | | | | | | |
| | 1/De-sludging of Sewerage Lagoon (NDHP) | U | 0 | 735,000 | 735,000 | 735,000 | 735,000 | | | | | | | | | | | |
| | 1/W4Q COVID - Normanton STP effluent irrigation replacement | R | 0 | 20,000 | 20,000 | 20,000 | 20,000 | | | | | | | | | | | |
| Total | | | 0 | 755,000 | 755,000 | 755,000 | 755,000 | 0 | 0 | 0 | 20,000 | 515,000 | 0 | 0 | 220,000 | 0 | 0 | 0 |
| | | | 2,304,000 | 20,320,000 | 18,016,000 | 18,016,000 | 2,960,000 | 276,000 | 1,835,000 | 711,000 | 2,446,000 | 3,655,000 | 3,721,000 | 0 | 3,012,000 | 0 | 0 | 0 |

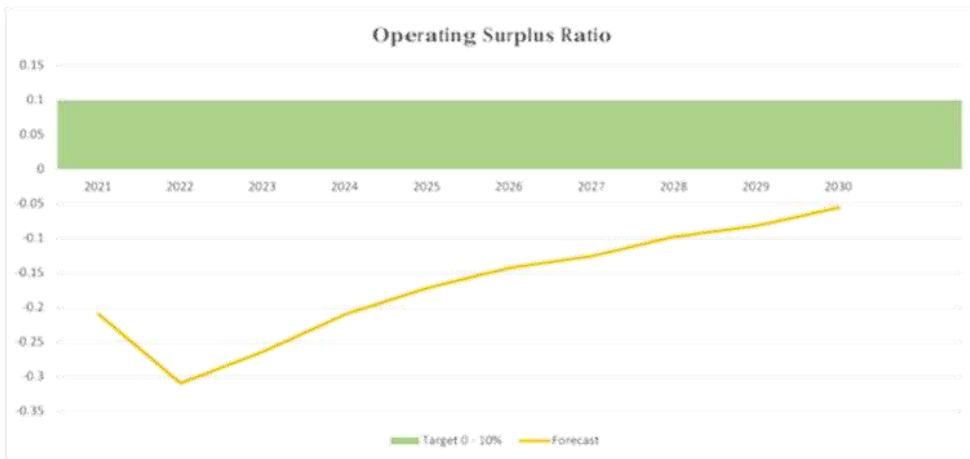
Carpentaria Shire Council
Sustainability Ratios
 For the year ended 30 June

Reference LGR S169 (5) and (9)

| Operating Surplus Ratio | Proposed | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
| | -20.90% | -30.94% | -26.38% | -20.98% | -17.18% | -14.23% | -12.54% | -9.73% | -8.17% | -5.54% |
| Target | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% |

| Measure | Target |
|---|--|
| Net Operating Result divided by Total Operating Revenue | Between 0% and 10% (on average over the long term) |

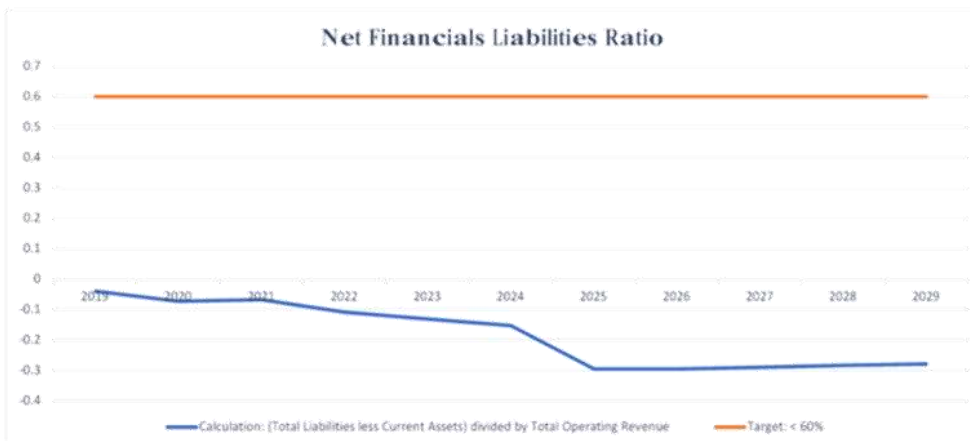
Commentary
 Council is forecasting an operating deficit in each of the ten years. Operating deficits results in a negative operating surplus ratio (as indicated in the graph). A negative ratio (below 0%) indicates that recurring operating revenue is less than recurring operating expenses and this may require the utilisation of Council reserves and/or borrow funds to assist in funding capital expenditure. A big contributor to this result is Council trying to fully-fund the depreciation expense, that includes assets that there is no intent to replace in the future. However - the trend over the next ten years is moving towards a more positive result.



| Net Financials Liabilities Ratio | Proposed | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
| | -7.33% | -15.41% | -15.75% | -18.65% | -16.98% | -17.32% | -18.38% | -19.65% | -21.39% | -22.52% |
| Target | 60% | 60% | 60% | 60% | 60% | 60% | 60% | 60% | 60% | 60% |

| Measure | Target |
|--|--|
| (Total Liabilities less Current Assets) divided by Total Operating Revenue | Not Greater than 60% (on average over the long term) |

Commentary
 This ratio indicates Council does not exceed the upper limit of 60% over the entire forecast period. This indicates an acceptable level of operating revenues are being used to meet finance charges associated with debt. Keeping under the 60% mark mean Council is not over-extending its operating revenues to meet interest obligations and is a healthy indicator of long-term sustainability.



| Asset Sustainability Ratio | Proposed | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
|----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
| | 87.74% | 14.16% | 15.68% | 17.43% | 40.82% | 41.90% | 43.09% | 55.75% | 57.38% | 71.24% |
| Target | 90.00% | 90.00% | 90.00% | 90.00% | 90.00% | 90.00% | 90.00% | 90.00% | 90.00% | 90.00% |

| Measure | Target |
|--|--|
| Capital Expenditure on Replacement Assets divided by Depreciation Expense | Greater than 90% (on average over the long term) |
| Commentary | |
| Capital expenditure can broadly be classified as new (building something entirely new) or renewal (replacing an old asset with a new one). This ration measures how much capital expenditure goes towards replacing existing assets each year when divided by depreciation expense. Even though the ten-year forecast indicates Council's ratio is below the target of 90% - the trend is heading towards the 90% mark. It can also be noted that Council's depreciation expense is distorted by the fact that there is multitude of assets currently being depreciated that there is no intent to replace once the asset has reached its useful life. | |



Carpentaria Shire Council
 Percentage of Change in Rates Levied
 For the year ended 30 June 2021

Reference LGR S169 (6) and (7)

| | Budget 2019/2020 | Actual 2019/20 | Budget 2020/21 | Budget 2019/2020 v Budget 2020/2021 \$ | Budget 2019/2020 v Budget 2020/2021 % | Actual 2019/2020 v Budget 2020/2021 \$ | Actual 2019/2020 v Budget 2020/2021 % |
|--------------------------------|---------------------|--------------------|--------------------|---|--|---|--|
| Revenue | | | | | | | |
| General Rates | \$4,422,000 | \$4,384,544 | \$4,400,000 | -\$22,000 | -0.50% | \$15,456 | 0.35% |
| Water | \$1,635,000 | \$1,639,293 | \$1,635,000 | \$0 | 0.00% | -\$4,293 | -0.26% |
| Sewerage | \$1,562,000 | \$1,588,977 | \$1,562,000 | \$0 | 0.00% | -\$26,977 | -1.70% |
| Waste Management | \$703,000 | \$708,953 | \$705,000 | \$2,000 | 0.28% | -\$3,953 | -0.56% |
| Other Utilities (Excess Water) | \$200,000 | \$240,464 | \$150,000 | -\$50,000 | -25.00% | -\$90,464 | -37.62% |
| Total | \$8,522,000 | \$8,562,231 | \$8,452,000 | -\$70,000 | -0.82% | -\$110,231 | -1.29% |

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3.7 2020/2021 - DIFFERENTIAL GENERAL RATES

| | |
|---------------------|---|
| Attachments: | NIL |
| Author: | Justin Hancock - Director of Corporate Services |
| Date: | 9 July 2020 |

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

The 2020/2021 Carpentaria Shire Council Budget, as presented, has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. As stipulated by these regulations, Council must adopt an annual budget which includes various policies and guidelines as well as financial statements prepared on an accrual basis for the 2020/2021 Financial Year and future budget projections over the subsequent nine years which allow for the measures in financial sustainability.

OFFICERS RECOMMENDATION:

That:

- (a) Pursuant to section 94 of the *Local Government Act 2009* and section 81 of the *Local Government Regulation 2012*, Council resolves to adopt the categories in to which rateable land is categorised, the description of those categories and pursuant to sections 81(4) and 81(5) of the *Local Government Regulation 2012*, the method by which land is to be identified and included in its appropriate category is as follow:

| Category | Description | Identification |
|----------|--|---|
| 1 | Vacant Urban Land <10,000 m ² | All vacant urban land of less than 10,000m ² in size, within the areas defined as Normanton Township or Karumba Township in the Carpentaria Shire Council Planning Scheme 2008 (Map 3). |
| 2 | Residential Land <4,000 m ² | All residential land of less than 4,000m ² in size, within the areas defined as Normanton Township or Karumba or Karumba Point, in the Carpentaria Shire Council Planning Scheme 2008 (Map 3). |
| 3 | Residential Land ≥4,000m ² & <100Ha | All land within the council area that is 4,000m ² or more but less than 100Ha in size, that is used for residential or rural residential purposes. |
| 4 | Residential Multi-units | All land within the council areas which consists multi residential dwelling. |
| 5 | Vacant Land ≥4,000m ² & <100Ha | All land within the council area that is 4,000m ² or more but less than 100Ha in size, that could be used for residential or rural residential purposes but is currently vacant. |

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| | | |
|----|---|--|
| 6 | Rural Areas | All land within the council area not included in other Categories. |
| 7 | Rural \$500,000 - \$999,999 | All rural land within the council area with an unimproved value of between \$500,000 and \$999,999. |
| 8 | Rural ≥ \$1,000,000 | All rural land within the council area with an unimproved value of \$1,000,000 or more. |
| 9 | Rural - Agriculture | All rural land within the council area used for agricultural purposes, rather than grazing or other rural uses. |
| 10 | Commercial | All commercial land in Karumba and Normanton that is zoned "Commercial" in the Carpentaria Shire Council Planning Scheme 2008 (Map's 3 and 5) and land zoned as 'Residential' used to operating commercial tourism operations. |
| 11 | Motels | All land within the council area used for public accommodation such as motels and guest houses. |
| 12 | Commercial - Other | All land within the council area that is used by not for profit groups or organisations. |
| 13 | Electrical Reticulation and Telecommunications Infrastructure – Rural | All land as described in Category 14 and which is located outside the Normanton and Environs and Karumba and Environs (Maps 2,3,4 &5 Carpentaria Shire Planning Scheme 2008). |
| 14 | Electrical Reticulation and Telecommunications Infrastructure – Normanton and Karumba | All land predominately used for Commercial Electrical, Reticulation or Telecommunication purposes or to which the primary land use code 91 – Transformers applies or should apply and is located within Normanton and Environs and Karumba and Environs (Maps 2,3,4 &5 Carpentaria Shire Planning Scheme 2008). |
| 15 | Intensive Accommodation – 10 to 30 Person | All land predominately used for intensive accommodation capable of accommodating 10 to 30 persons (other than the ordinary travelling public) in rooms, suites or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single persons quarters", "work camps", "accommodation village" or "barracks". |
| 16 | Intensive Accommodation – 31 to 50 Person | All land predominately used for intensive accommodation capable of accommodating 31 to 50 persons (other than the ordinary travelling public) in rooms, suites or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single persons quarters", "work camps", "accommodation village" or "barracks". |
| 17 | Intensive Accommodation ≥51 Person | All land predominately used for intensive accommodation capable of accommodating 51 or more persons (other than the ordinary travelling public) in rooms, suites or caravan sites specifically built or |

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| | | |
|----|-----------------------------------|---|
| | | provided for this purpose. Land within this category is commonly known as "workers accommodation", "single persons quarters", "work camps", "accommodation village" or "barracks". |
| 20 | Light Industry | All industrial land in Karumba and Normanton that is zoned as either "Strategic Port Land" or "Industry" in the Carpentaria Shire Council Planning Scheme 2008 (Map's 3 and 5) excluding land identified in other Categories. |
| 21 | Transport and Heavy Industry <1Ha | All land used for the purposes of and incidental to transport operation, freight companies, batching plant, stockpiling, and or hazardous industries that is less than 1.0 Hectare in land size. |
| 22 | Service Stations | All land used for the purpose of and incidental to retail or wholesale fuel distribution, with a holding capacity of one million litres or less. |
| 23 | Bulk Fuel Storage | All land used for the purpose of and incidental to bulk fuel storage operations with a holding capacity greater than one million litres. |
| 24 | Shipping and Other Industry | All land used for the purpose of shipping operations and other industry located on the Norman River side of Yappar Street Industrial Area not identified in category 11, 13, 14, 15, 16, 17, 23, 25, 26, 27 and 28. |
| 25 | Processing Plant | All land used for the purpose of and incidental to the processing of goods and services for wholesale purposes. |
| 26 | Mine Product Operations | All land used, or capable of being used, for the purpose of, and incidental to:- -the bulk handling of mining products; -the storage of mining products; -the distribution of mining products; and/or -the storage of other mining related products and equipment. This category includes land previously used for any or more of the other purposes identified in this category, being rehabilitated (including the removal of structures). |
| 27 | Electricity Generation ≤5MW | All land used or intended to be used for or ancillary to the generation of electricity from a facility with an output capacity of 5 Mega Watts or less. |
| 28 | Electricity Generation >5MW | All land used or intended to be used for or ancillary to the generation of electricity from a facility with an output capacity of greater than 5 Mega Watts. |
| 31 | Quarry 5,000 – 100,000 Tonnes | All land in the council area used or intended to be used as a quarry extracting between 5,000 and 100,000 tonnes as defined by the appropriate State Government Department. |

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| | | |
|----|--|---|
| 32 | Quarry >100,000 Tonnes | All land in the council area used or intended to be used as a quarry extracting greater than 100,000 tonnes as defined by the appropriate State Government Department. |
| 33 | Petroleum Lease | All petroleum leases located in the council area. |
| 34 | Mining Leases <25 people | All mining leases located in the council area, that employ less than 25 people in mining activities and has no on-site accommodation. |
| 35 | Mining Leases 25-99 people | All mining leases located in the council area, that employ 25 to 99 people in mining activities and has no on-site accommodation. |
| 36 | Mining Leases \geq 100 people | All mining leases located in the council area, that employ 100 people or greater in mining activities and has no on-site accommodation. |
| 37 | Mining Leases <25 people with accommodation | All mining leases located in the council area, that employ less than 25 people in mining activities and has on-site accommodation. |
| 38 | Mining Leases 25-99 people with accommodation | All mining leases located in the council area, that employ 25 to 99 people in mining activities and has on-site accommodation. |
| 39 | Mining Leases \geq 100 people with accommodation | All mining leases located in the council area, that employ 100 people or greater in mining activities and has on-site accommodation. |
| 41 | Caravan Parks <50 sites | All land within the council area used as a caravan parks with less than 50 sites or accommodation units. |
| 42 | Caravan Parks 50 - 100 sites | All land within the council area used as a caravan parks with 50 – 100 sites or accommodation units. |
| 43 | Caravan Parks >100 sites | All land within the council area used as a caravan parks with more than 100 sites or accommodation units. |
| 44 | Hotels/ Licensed Venue <20 Rooms | All land within the council area used for the purposes of hotels and licensed venues and may include less than 20 accommodation units. |
| 45 | Hotels/ Licensed Venue \geq 20 Rooms | All land within the council area used for the purposes of hotels and licensed venues and may include 20 or more accommodation units. |
| 50 | Transport \geq 1.0Ha | All land used for the purposes of and incidental to transport operation, freight companies, batching plant, stockpiling and hazardous industries that is 1.0 Hectare or greater in land size. |

- (b) Council resolves to delegate to the Chief Executive Officer pursuant to section 257 of the *Local Government Act 2009* the power, pursuant to sections 81(4) and 81(5) of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs.
- (c) Pursuant to section 94 of the *Local Government Act 2009* and section 80 of the *Local Government Regulation 2012*, Council resolves that the differential general rate to be

BUSINESS PAPERS

made and levied for each differential general rate category and, pursuant to section 77 of the Local Government Regulation 2012, the minimum general rate to be made and levied for each differential general rate category, is as follows:

| Category | Description | Cents in the dollar | Minimum |
|----------|---|---------------------|----------------|
| 1 | Vacant Urban Land <10,000 m ² | 1.3444 | \$620.00 |
| 2 | Residential Land <4,000 m ² | 1.4025 | \$600.00 |
| 3 | Residential Land ≥4,000m ² & <100Ha | 0.8248 | \$610.00 |
| 4 | Residential Multi-units | 1.5268 | \$640.00 |
| 5 | Vacant Land ≥4,000m ² & <100Ha | 0.5648 | \$670.00 |
| 6 | Rural Areas | 0.9522 | \$600.00 |
| 7 | Rural \$500,000 - \$999,999 | 1.1092 | \$5,200.00 |
| 8 | Rural ≥ \$1,000,000 | 1.6302 | \$21,440.00 |
| 9 | Rural - Agriculture | 2.0600 | \$5,360.00 |
| 10 | Commercial | 1.5988 | \$680.00 |
| 11 | Motels | 1.4992 | \$2,000.00 |
| 12 | Commercial - Other | 1.2044 | \$570.00 |
| 13 | Electrical Reticulation and Telecommunications Infrastructure – Rural | 7.8090 | \$1,090.00 |
| 14 | Electrical Reticulation and Telecommunications Infrastructure – Normanton and Karumba | 15.6246 | \$5,720.00 |
| 15 | Intensive Accommodation – 10 to 30 Person | 3.3280 | \$1,140.00 |
| 16 | Intensive Accommodation – 31 to 50 Person | 3.3280 | \$2,290.00 |
| 17 | Intensive Accommodation ≥51 Person | 3.3280 | \$3,430.00 |
| 20 | Light Industry | 1.2752 | \$690.00 |
| 21 | Transport and Heavy Industry <1Ha | 3.0126 | \$2,000.00 |
| 22 | Service Stations | 1.7272 | \$1,040.00 |
| 23 | Bulk Fuel Storage | 3.0452 | \$2,080.00 |
| 24 | Shipping and Other Industry | 3.4990 | \$2,080.00 |
| 25 | Processing Plant | 4.2842 | \$2,080.00 |
| 26 | Mine Product Operations | 125.6330 | \$1,545,000.00 |
| 27 | Electricity Generation ≤5MW | 1.8756 | \$4,310.00 |
| 28 | Electricity Generation >5MW | 2.0000 | \$8,610.00 |
| 31 | Quarry 5,000 – 100,000 Tonnes | 3.4668 | \$5,200.00 |

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| | | | |
|----|--|--------|--------------|
| 32 | Quarry >100,000 Tonnes | 2.0600 | \$26,780.00 |
| 33 | Petroleum Lease | 2.0600 | \$2,580.00 |
| 34 | Mining Leases <25 people | 2.0600 | \$2,060.00 |
| 35 | Mining Leases 25-99 people | 2.0600 | \$10,300.00 |
| 36 | Mining Leases \geq 100 people | 2.0600 | \$103,000.00 |
| 37 | Mining Leases <25 people with accommodation | 2.0600 | \$3,090.00 |
| 38 | Mining Leases 25-99 people with accommodation | 2.0600 | \$15,450.00 |
| 39 | Mining Leases \geq 100 people with accommodation | 2.0600 | \$113,300.00 |
| 41 | Caravan Parks <50 sites | 2.8494 | \$710.00 |
| 42 | Caravan Parks 50 - 100 sites | 1.0310 | \$1,000.00 |
| 43 | Caravan Parks >100 sites | 1.6702 | \$2,000.00 |
| 44 | Hotels/ Licensed Venue <20 Rooms | 1.3388 | \$1,000.00 |
| 45 | Hotels/ Licensed Venue \geq 20 Rooms | 1.6702 | \$2,000.00 |
| 50 | Transport \geq 1.0Ha | 1.9266 | \$3,000.00 |

Background:

Council have reviewed the current rating categories and have determined that they are still applicable for the 2020/2021 budget year.

The Department of Natural Resources, Mines and Energy never undertook a revaluation for properties in the region during the 2019/2020 year and as such current valuations are the values Council uses for rating purposes.

Council will keep utilising land use as a method of differentiating properties between categories and based on this differentiation require each category of rate payers to contribute rates based on the services being consumed. This will enable Council to ensure that the equity principle is being fairly applied to the rating system and each rating category, that is:

“Council will aim to ensure that all sectors of the rate paying community contribute equitably to the rates revenue of the Council.”

Council has reviewed the relativities between categories and relativities between land use in similar industries in other regional Council areas. Council carried out these comparisons to ensure that rates were not being raised to a level that would have a detrimental local economic impact. It is Council’s belief that this assessment has confirmed that the categories and applicable rates and charges to be levied on rateable land as set out above are fair and reasonable and will enable Council to deliver on the Revenue Policy Benefit (User Pays) Principle, that is:

“Council will also have regard to the principles of:

- Transparency in the making of rates and charges,
- Having in place a rating regime that is simple and inexpensive to administer, and

BUSINESS PAPERS

- Flexibility to take account of changes in the local economy.”

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer – Mark Crawley
- Directors

Legal Implications:

- Local Government Act 2009
- Local Government Regulation 2012 Sections 80 and 81

Financial and Resource Implications:

- The Financial Plans provide the framework for the future financial direction of Council.

Risk Management Implications:

- The Financial Plans are prepared in order for Council’s future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of these Financial Plans must be implemented to ensure statutory compliance.

Corporate Plan Reference:

- Governance
Goal: A well governed, responsive Council, providing effective leadership and management, and respecting community values.

Operational Plan Reference:

- Strategic Management of Council
- Implement sustainable financial management and effective procurement practices

BUSINESS PAPERS

3.8 2020/2021 UTILITY CHARGES - WASTE MANAGEMENT

Attachments: NIL
Author: Justin Hancock - Director of Corporate Services
Date: 9 July 2020

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

The 2020/2021 Carpentaria Shire Council Budget, as presented, has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. As stipulated by these regulations, Council must adopt an annual budget which includes various policies and guidelines as well as financial statements prepared on an accrual basis for the 2020/2021 Financial Year and future budget projections over the subsequent nine years which allow for the measures in financial sustainability.

RECOMMENDATION:

That:

- (a) Pursuant to section 92 and 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, Council resolves to make and levy waste management utility charges, for the supply of waste management services by the Council, as follows:

| Type | Basis of Charge | Charge |
|-------------------------|-----------------|----------|
| Waste Management Charge | per unit | \$392.60 |

- (b) The application of the above levied waste collection and recycling charges be in accordance with the further detail provided in Council's adopted Revenue Statement 2020-2021.

Background:

The Waste Management Charge is levied on a bi-annual basis each financial year and is levied on all premises where Council is prepared to provide a waste management collection service. A minimum of one unit (equivalent to one 240 litre wheelie bin) will be levied on each separate occupancy to cover the costs for collection, removal, and disposal of waste from designated properties.

The utility charge is intended to cover the full cost of collection and disposal of household waste, as well as for the operation, maintenance and upkeep of the waste management facilities and a portion of the charges shall be associated with capital works in the waste management area and the future cost of restoration of the waste management area.

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With Council maintaining both the Karumba Transfer Station and Normanton Refuse Site (Waste Management Facilities) the unit charge per occupancy is impacted by the increasingly expensive costs to operate the Waste Management Facilities with Council having to meet Environmental Regulations and Licence conditions, as well as the ability to ensure current infrastructure meets the requirements of the Shire now and into the future.

An occupant of premises has the right to request additional waste management services which will be supplied at the appropriate charge depending on whether the request is for a regular or once-off service. Where a service is provided for only part of the year, the applicable Waste Management Charge will be levied on a pro-rata time basis. New premises will be supplied a 240 litre wheelie bin at no cost when construction is complete.

This Waste Management Charge shall be subject to Council's policy on concessions for pensioners.

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer – Mark Crawley
- Other Council Staff – Various Directors, Managers & Officers

Legal Implications:

- Local Government Act 2009
- Local Government Regulation 2012

Financial and Resource Implications:

- The Financial Plans provide the framework for the future financial direction of Council.

Risk Management Implications:

- The Financial Plans are prepared in order for Council's future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of these Financial Plans must be implemented to ensure statutory compliance.

Corporate Plan Reference:

- Governance
Goal: A well governed, responsive Council, providing effective leadership and management, and respecting community values.

Operational Plan Reference:

- Strategic Management of Council
- Implement sustainable financial management and effective procurement practices

BUSINESS PAPERS

3.9 2020/2021 UTILITY CHARGES - WATER

Attachments: NIL
Author: Justin Hancock - Director of Corporate Services
Date: 9 July 2020

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

The 2020/2021 Carpentaria Shire Council Budget, as presented, has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. As stipulated by these regulations, Council must adopt an annual budget which includes various policies and guidelines as well as financial statements prepared on an accrual basis for the 2020/2021 Financial Year and future budget projections over the subsequent nine years which allow for the measures in financial sustainability.

OFFICERS RECOMMENDATION:

That:

- (a) Pursuant to section 92 and 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, Council resolves to make and levy water utility charges, for the supply of water services by the Council, as follows:

| Type | Basis of Charge | Charge |
|--|-----------------|---------|
| Carpentaria Water Scheme Access Charge | per unit | \$70.40 |
| Raw Water Rural Domestic Access Charge | per unit | \$45.76 |
| Excess Water Consumption Charge | per kl | \$2.60 |
| Consumption Charge - Stock Watering & Industrial Use | per kl | \$2.60 |

- (b) The application of the above levied water utility charges be in accordance with the further detail provided in Council's adopted Revenue Statement 2020/2021.

Background:

Water pricing is required to be in line with Queensland Competition Authority guidelines. These guidelines have been incorporated into a pricing model. The model also captures the historical and current data for water pricing.

Meter Reading and Billing Cycles

All water meters in Carpentaria Shire will be read every six (6) months, scheduled for the months of January and June. With excess water consumption charges will be levied in August/ September (following the June water meter reads). Water accounts will attract the

BUSINESS PAPERS

same penalties as those applying to the general rate. No discount shall apply to excess water consumption charges.

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer – Mark Crawley
- Other Council Staff – Various Directors, Managers & Officers

Legal Implications:

- Local Government Act 2009
- Local Government Regulation 2012

Financial and Resource Implications:

- The Financial Plans provide the framework for the future financial direction of Council

Risk Management Implications:

- The Financial Plans are prepared in order for Council's future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of these Financial Plans must be implemented to ensure statutory compliance

Corporate Plan Reference:

- Governance
Goal: A well governed, responsive Council, providing effective leadership and management, and respecting community values.

Operational Plan Reference:

- Strategic Management of Council
- Implement sustainable financial management and effective procurement practices

BUSINESS PAPERS

3.10 2020/2021 UTILITY CHARGES - SEWERAGE

| | |
|---------------------|---|
| Attachments: | NIL |
| Author: | Justin Hancock - Director of Corporate Services |
| Date: | 9 July 2020 |

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

The 2020/2021 Carpentaria Shire Council Budget, as presented, has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. As stipulated by these regulations, Council must adopt an annual budget which includes various policies and guidelines as well as financial statements prepared on an accrual basis for the 2020/2021 Financial Year and future budget projections over the subsequent nine years which allow for the measures in financial sustainability.

OFFICERS RECOMMENDATION:

That:

- a) Pursuant to section 92 and 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, Council resolves to make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

Normanton Sewerage Utility Charges

| Type | Basis of Charge | Charge |
|------------------------|-----------------|-------------|
| Residential Charge | per unit | \$ 824.80 |
| Vacant Charge | per unit | \$ 618.80 |
| Base Commercial Charge | per unit | \$ 1,183.00 |
| Comm. Pedestal Charge | per unit | \$ 618.80 |

Karumba Sewerage Utility Charges

| Type | Basis of Charge | Charge |
|-------------------------------|-----------------|----------|
| Residential Charge | per ETV | \$117.63 |
| Vacant Charge | per ETV | \$88.27 |
| Commercial/ Industrial Charge | per ETV | \$117.63 |
| Accommodation A or B Charge | per ETV | \$117.63 |

BUSINESS PAPERS

| | | |
|--|---------|----------|
| Community Facilities Charge | per ETV | \$117.63 |
| <p>b) The application of the above levied sewerage charges be in accordance with the further detail provided in Council's adopted Revenue Statement 2020/2021.</p> | | |

Background:

Council will make and levy Sewerage Utility charges on each rateable property, both vacant and occupied, that Council has or is able to provide with sewerage services. These charges are to be levied on all rateable land and occupants of premises where the Council sewerage system is connected or able to be connected in the Normanton and Karumba township areas.

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer – Mark Crawley
- Other Council Staff – Various Directors, Managers & Officers

Legal Implications:

- Local Government Act 2009
- Local Government Regulation 2012

Financial and Resource Implications:

- The Financial Plans provide the framework for the future financial direction of Council

Risk Management Implications:

- The Financial Plans are prepared in order for Council's future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of these Financial Plans must be implemented to ensure statutory compliance

Corporate Plan Reference:

- Governance
Goal: A well governed, responsive Council, providing effective leadership and management, and respecting community values.

Operational Plan Reference:

- Strategic Management of Council
- Implement sustainable financial management and effective procurement practices

BUSINESS PAPERS

3.11 2020/2021 - REBATES AND CONCESSIONS ON RATES AND UTILITY CHARGES

Attachments: 3.11.1. 2020-2021 Pensioner Rates Concession Policy [↓](#)
3.11.2. 2020-2021 Rates Based Financial Assistance Policy –
Not For Profit-Community Organisations [↓](#)
3.11.3. 2020-2021 Rates Based Financial Assistance Policy –
COVID-19 [↓](#)

Author: Justin Hancock - Director of Corporate Services

Date: 9 July 2020

Key Outcome: 7.3 - Strategic management of Council

Key Strategy: 7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

The purpose of this report is to present the rates concessions to Council for adoption.

OFFICERS RECOMMENDATION:

That:

- (a) Pursuant to sections 120, 121 and 122 of the Local Government Regulation 2012, Council resolve to adopt the:
- Rates Based Financial Assistance Policy 2020/2021 Pensioner Rates Concession Policy; and
 - Rates Based Financial Assistance Policy – 2020/2021 Not for Profit/Community Organisation; and
 - Rates Based Financial Assistance Policy – 2020/2021 COVID 19 to sections 120, 121 and 122 of the *Local Government Regulation 2012*, Council adopt the Rates Based Financial Assistance Policy.
- (b) Pursuant to sections 119, 120, 121 and 122 of the Local Government Regulation 2012, Council resolve to grant a concession (upon the same terms and conditions as the Queensland Government Pensioner Rate Subsidy Scheme), a 30% concession on all rates and charges (excluding excess water consumption charges, special rates and charges, and rural and state fire levy). The concession is offered on the basis that the ratepayers are pensioners (as defined by the Local Government Regulation 2012) and have resided within the Carpentaria local government area for a minimum period of at least 10 years.
- (c) Pursuant to sections 119, 120, 121 and 122 of the Local Government Regulation 2012, Council resolve to grant varied levels of concessions to approved charitable and other not-for-profit community organisations, including not-for-profit sporting bodies, in accordance with the provisions of the Rates Based Financial Assistance Policy – 2020/2021 Not for Profit/Community Organisations. The concessions are offered in
-

BUSINESS PAPERS

accordance with eligibility criteria outlined within the Rates Based Financial Assistance Policy and are offered on the basis that the ratepayers are entities whose objectives do not include the making of a profit.

- (d) Pursuant to sections 119,120, 121 and 122 of the Local Government Regulation 2012, Council resolve to grant a concession for Eligible Ratepayers as defined in the Rates Based Financial Assistance Policy – COVID 19 for small businesses or other rate payers as approved by Council where those ratepayers have been adversely affected by the implementation of the State Government Non-Essential Business, Activity and Undertaking Closure Direction (No. 8) issued on 29 January 2020.

Background:

1. A local government may grant a ratepayer a concession for rates or charges for land only under this part.
2. Section 120 of the Local Government Regulation 2012 allows Council to only grant a concession on land that is owned or occupied by a stated ratepayer or class of ratepayer. These include but are not limited to:
 - (a) a pensioner;
 - (b) An entity whose objective do not include making a profit; or
 - (c) An entity that provides assistance or encouragement for arts or cultural development.
 - (d) Where payment of rates and charges will cause a hardship to the ratepayer.
3. Concessions may only be for the following types: -
 - i. A rebate of all or part of the rates or charges;
 - ii. An agreement to defer payment of the rates or charges;
 - iii. An agreement to accept a transfer of unencumbered land in full or part payment of the rates or charges.
4. Council may grant the concession only by a resolution granting the concession to a stated ratepayer or class of ratepayer.

Consultation (Internal/External):

- Councillors
- Chief Executive Officer – Mark Crawley
- Directors/ Managers

Legal Implications:

- Local Government Regulation 2012
- *Non-Essential Business, Activity and Undertaking Closure Direction (No. 8) issued on 29 January 2020* by Queensland Health

Financial and Resource Implications:

- 2020/2021 Budget

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Risk Management Implications:

- The budget must be adopted before 1 August and in accordance with the requirements of the Local Government Act 2009 and Local Government Regulation 2012.



CORPORATE POLICY

POL_E_CSF_018
Corporate Services
Finance

2020/2021 PENSIONER RATES CONCESSION POLICY

Adopted on XX/XX/XXXX by Council Resolution No. XXXX/XXX

1. PURPOSE

The purpose of this policy is offer a benefit by way of a concession on the annual rates charged in recognition of the financial constraints that are endured by Pensioners.

2. REPEAL

This policy repeals all previous versions of policies relating to Pensioner Rates Remission.

3. SCOPE

This policy is applicable to all Pensioners within the Council area who meet the required criteria for the State Government rebate of rates and charges.

4. RESPONSIBILITIES

The administration of this policy shall occur through the Chief Executive Officer.

5. DEFINITIONS

- Chief Executive Officer (CEO) - A person appointed under section 194 of the Local Government Act 2009, including a person acting in that position.
- Council – Carpentaria Shire Council.
- Employee – Refers to any employee, contractor, volunteer etc. of the Council
- Form – Refers to Pensioner Rebate Application form
- Pensioner – A holder of either a Queensland Pensioner Card issued by the Queensland Department of Human Services or a Queensland Repatriation Health Card issued by the Queensland Department of Veterans Affairs

6. POLICY

The State Government of Queensland grants a rebate of rates and charges to those persons who meet the required criteria and hold a current pension card. In line with this concession, Council recognises the financial constraints for Pensioners and extends a concession of its own.

In accordance with Section 96 of the *Local Government Act 2009* and section 120 (1) (a) of the *Local Government Regulation 2012*, Council will grant a concession, from the current rating period, on rates, being 30% on all rates and charges (excluding excess water consumption charges, special rates and charges, and rural and state fire levy), with a qualifying residency period of at least 10 years within the shire boundary, as set in its annual Budget Meeting for a financial year, to ratepayers who are Pensioners as defined above and including as defined in Section 123 of the Regulation.

Applications must be made by Pensioners seeking a concession under this Policy by using the Form. Approved Pensioner's cards shall be accepted by the CEO as sufficient evidence that the person/s applying is/are an approved Pensioner, or if no card is presented, through confirmation by the Commonwealth Department of Human Services and the Commonwealth Department of Veterans Affairs,

in accordance with the definition 1 - 5 of the Administrative Guidelines for the Queensland Government Pensioner Rate Subsidy Scheme.

In cases where the applicant Pensioner is a joint owner of a property with a person other than their spouse, a pro-rata concession shall be granted.

Where a Pensioner has been granted a concession in accordance with a commensurate policy in a previous financial year, and where with applicant's pension and residential requirements have not altered, confirmation by the Commonwealth Department of Human Services and the Commonwealth Department of Veterans Affairs that he or she is an approved Pensioner, will be accepted in lieu of a written application.

The Manager Finance and Administration and Senior Finance Officer are responsible for the administration of the Policy and for processing applications in accordance with the requirements of the Act and Council's policies.

The Manager Finance and Administration shall ensure that public notices are given by 25th June each year advising of the terms of this Policy.

Under this Policy any arrears of rates and charges associated with the residential allotment must be paid in full before a Pensioner is eligible to receive a concession.

7. ASSOCIATED DOCUMENTS

Local Government Act 2009
Local Government Regulation 2012
Revenue Policy
Revenue Statement
Form 311 – Pensioner Rebate Application

8. REVIEW

30 June 2021

9. RESOLUTION

Adopted by Council on the XX XXXX XXX by Council Resolution XXXX/XXX

Chief Executive Officer

____/____/____
Date



CORPORATE POLICY

POL_E_CSF_017
Corporate Services
Finance

2020/2021 RATES BASED FINANCIAL ASSISTANCE POLICY – NOT FOR PROFIT/COMMUNITY ORGANISATIONS

Adopted on XX/XX/XXXX by Council Resolution No. XXXX/XXX

1. PURPOSE

To establish guidelines to assess requests for rates and utility charge remissions in order to alleviate the impact of Local Government rates and charges, particularly in relation to Not-For-Profit/Community Organisations.

2. REPEAL

This policy repeals all previous versions of policies relating to Rates Based Financial Assistance.

3. SCOPE

This policy will allow Council to consider applications for concessions for general rates, garbage, water (excluding excess water consumption charges) and sewerage charges from Not-For-Profit/Community Organisations.

4. RESPONSIBILITIES

The administration of this policy shall occur through the Chief Executive Officer.

5. DEFINITIONS

- Chief Executive Officer (CEO) - A person appointed under section 194 of the Local Government Act 2009, including a person acting in that position.
- Council – Carpentaria Shire Council.

6. POLICY

A local government may pursuant to section 96 of the *Local Government Act 2009* exercise power under Chapter 4 Part 10 of the *Local Government Regulation 2012* to grant a concession if the local government resolves that the case justifies the exercise of the power or in the case is of a kind that has been accepted by resolution of the local government as justifying the exercise of the power.

6.1 ELIGIBILITY

Rate concessions are available to approved entities/organisations whose objectives do not include the making of profit and who provide services to their membership and the community at large.

Not-For-Profit/Community Organisation – is an incorporated body who:

- a) Does not include the making of a commercial profit in its objectives;
- b) Does not distribute any surplus funds or monies to any of its members unless such distribution is in payment for services under an employment contract or other contract for goods or services;

- c) Does not charge a commercial fee for service;
- d) Is located within the Carpentaria Shire Council area and the majority of its members reside in the Council area;
- e) Does not receive income from gaming machines;
- f) Does not receive income from the sale of alcohol in a commercial manner (e.g. bar with regular hours of operation with permanent liquor license operated by paid bar staff);
- g) Is the owner, lessee or life tenant of the property;
- h) Holds the property which is the incorporated body's main grounds/base/club house or residence;
- i) Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges which are levied in respect of the property;
- j) Is not a religious body or entity or educational institution recognised under State or Federal statute or law; and
- k) Is not a State and Federal entity whose activities are controlled or Governed by State or Federal statute or law.

Should an applicant only have part ownership of the property the concession would be reduced on a pro rata basis.

6.2 CLOSE OF APPLICATIONS

Applications are to be received by Council no later than the closing date of the discount period of the first rates notice levied. Not-For-Profit/Community Organisation are required to submit an annual application for the period 01 July 2020 to 30 June 2021. If an application is approved by Council, the concession will be applied from the beginning of the current rating period (concessions will not be applied retrospectively). In the case of a Not-for-Profit/Community Organisation selling a property, the concession will be up to the date of transfer of ownership.

However, late applications may be approved by Council for the current rating period subject to the Not-For-Profit/Community Organisation (applicant) meeting all the requirements of this policy. Furthermore, if a Not-For-Profit/Community Organisation purchases property during a rating year, the concession will apply from the date the rateable land is actually used for its intended purpose, subject to that group meeting all requirements of this policy.

6.3 AMOUNT OF REMISSION

The concession provided in this policy is on the levied general rate, garbage, water (excluding the excess water consumption charge) and sewerage charges (less discounts). Concessions will not apply to vacant land or not for profit/community organisations that do not fulfil their lease obligations. If rates are in arrears, a concession will not apply in future until all outstanding rates and charges are paid

General Rates – Council may provide up to 100% of the General Rates.

Garbage, Water and Sewerage Charges – Council may provide up to 100% concession of the Garbage, Water (excluding excess water consumption charges) and Sewerage charges.

All other rates, levies and charges are excluded from concessions.

An example of the concession calculation is provided below:

Not-For-Profit/Community Organisation

Assessment – XXXXX-XXXXX-XXX

| | Original 2020/2021 First Half Levy | Concession 2020/2021 First Half Levy | Total Concession |
|---------------------------------|--|--|---------------------|
| 01 July XXXX – 31 December XXXX | | | |
| General Rates | \$815.39 | \$0.00 | -\$815.39 |
| Water | \$502.50 | \$0.00 | -\$502.50 |
| Sewerage | \$1,142.00 | \$0.00 | -\$1,142.00 |
| Waste (Garbage) | \$185.00 | \$0.00 | -\$185.00 |
| State Gov Emergency | \$126.20 | \$126.20 | \$0.00 |
| Gross Total | \$2,771.09 | \$126.20 | -\$2,644.89 |
| Less Discount Applicable | \$264.49 | \$0.00 | -\$264.49 |
| Council Concession | \$2,506.60 | \$126.20 | -\$2,380.40 |

7. ASSOCIATED DOCUMENTS

Local Government Act 2009
 Local Government Regulation 2012
 Revenue Policy
 Revenue Statement

8. REVIEW

30 June 2021

9. RESOLUTION

Adopted by Council on the XX XXXX XXXX by Council Resolution XXXX/XXX

 Chief Executive Officer

____/____/____
 Date



CORPORATE POLICY

POL_E_CSF_017
Corporate Services
Finance

2020/2021 RATES BASED FINANCIAL ASSISTANCE POLICY – COVID-19

Adopted on XX/XX/XXXX by Council Resolution No. XXXX/XXX

1. PURPOSE

To establish guidelines to assess applications for a Concession which Carpentaria Shire Council may grant pursuant to Chapter 4 Part 10 section 122 of the *Local Government Regulation 2012* to alleviate hardship being the impact of Local Government rates and charges, particularly in relation to ratepayers operating commercial businesses suffering hardship because they have been adversely affected by the restrictions imposed by Federal and State Governments during the COVID-19 pandemic.

2. SCOPE

This policy will allow Council to consider applications for Concessions for general rates and utility charges (garbage, water and sewerage charges) for Eligible Ratepayers.

3. RESPONSIBILITIES

The administration of this policy and assessment of eligible applications shall be undertaken in accordance with this Policy by the Chief Executive Officer or delegated officer.

4. DEFINITIONS

- **Affiliated** means any entity that is controlled by an Eligible Ratepayer or where the Eligible Ratepayer is controlled by the entity
- **Alternative Test** means where the Eligible Ratepayer:
 - (a) was not operating during the Comparison Period.
 - (b) acquired or disposed of part of the Small Business during the Comparison Period.
 - (c) restructured after the Comparison Period.
 - (d) the GST turnover in the Comparison Period substantially increased by:
 - (i) 50% in the 12 months preceding the Period
 - (ii) 25% in the 6 months preceding the Period
 - (iii) 12.5% in the 3 months preceding the Period
 - (e) was affected by drought or other declared natural disaster during the Comparison Period.
 - (f) has a large irregular variance in Aggregated Turnover for the quarters in the Comparison Period and ending in the 12 months before the relevant Period excluding cyclical or regular seasonal variances in Aggregated Turnover.
 - (g) the entity is a sole trader or small partnership where circumstances had impacted on an individual's ability to work in the Comparison Period.

- **Aggregated Turnover** means Annual Turnover plus Annual Turnover for any entities connected with or that are Affiliated with the Eligible Ratepayer.
- **Aggregated Turnover Shortfall** applies where a GST Shortfall does not apply and where the Alternative Test has been used as the basis to calculate the Decline and which in all applications for a Concession must establish at least a 30% Decline in Aggregated Turnover.
- **Annual Turnover** means the total Ordinary Income that is derived in the ordinary course of business in the 2018/19 financial year and means gross income, not net profit.
- **Applicant** means the Eligible Ratepayer seeking a Concession for the 2020/2021 final year.
- **Chief Executive Officer (CEO)** - A person appointed under section 194 of the Local Government Act 2009, including a person acting in that position or with delegated authority to administer this Policy.
- **Comparison Period** means the monthly or quarterly period for the preceding financial year 2018/19 against the Period in which the Decline is being calculated as follows:
 - (a) March, April, May or June in 2019 compared to the same month in 2020; or
 - (b) a quarter in 2019 compared to the same quarter in 2020; or
 - (c) the first quarter of 2019 commencing on 1 July 2019 compared to the quarter commencing on 1 July 2020.
- **Concession** means up to a 50% concession for the payment of the general rates and utility charges that will apply where an application from an Eligible Ratepayer is made and approved by Council.
- **Council** – Carpentaria Shire Council.
- **Decline** means a decline in GST Turnover in excess of 30% for the Period or in circumstances where the Alternative Test is satisfied where there has been a decline in the Aggregated Turnover for the Period.
- **Direction** means the *Non-Essential Business, Activity and Undertaking Closure Direction (No. 8)* issued on 29 January 2020 by Queensland Health <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/non-essential-business-closure-direction>.
- **Eligible Ratepayer** is a Small Business operated by an individual, partnership, organisation, trust, corporate entity or association that:
 - (a) operates within Carpentaria Shire
 - (b) has an Aggregated Turnover of less than \$10 million and which may include but is not limited to the following businesses:
 - (i) Rates Category 11 – Motels
 - (ii) Rates Category 15 – Intensive Accommodation – 10-30 persons
 - (iii) Rates Category 16 – Intensive Accommodation – 31-50 persons

- (iv) Rates Category 17 – Intensive Accommodation >51 persons
- (v) Rates Category 41 – Caravan Parks < 50 sites
- (vi) Rates Category 42 – Caravan Parks 50-100 sites
- (vii) Rates Category 43 – Caravan Parks >100 sites
- (viii) Rates Category 44 – Hotels/Licensed Venue - >20 rooms
- (ix) Rates Category 45 – Hotels/Licensed Venue - > 20 rooms

Despite the Rates Categories above, Council may at its discretion accept applications from other ratepayers who can demonstrate a Decline which is a direct result of the Direction and consequential impact on the Small Business operated by these ratepayers.

- **GST Shortfall** means the difference in GST turnover based on the Aggregated Turnover for the Comparison Period and the GST turnover for the Aggregated Turnover for the Period.
- **Ordinary Income** means income and revenue derived from normal business activities in the 2018/19 financial year.
- **Period** means the monthly or quarterly period for which the Decline is being assessed being:
 - (a) March, April, May or June in 2020; or
 - (b) a quarter in 2020; or
 - (c) the quarter commencing on 1 July 2020.
- **Small Business** means a business with less than \$10 million Aggregated Turnover in the 2018/19 financial year.

5. POLICY

A local government may exercise power under Chapter 4 Part 10 of *the Local Government Regulation 2012* and grant the Concession to a stated ratepayer or to a ratepayer who is a member of a stated class of ratepayer.

A stated ratepayer for the purposes of this Policy will include an Eligible Ratepayer as a member of a stated class of ratepayer.

5.1. Eligibility

A Concession is available to an Eligible Ratepayer which has been adversely affected by the Direction and which can demonstrate that it has suffered significant financial distress in the Period since the Direction was issued which has caused the Decline.

5.2. Application

An Eligible Ratepayer may make an application in writing to Council for a Concession for the 2020/21 financial year.

The application must include but is not limited to the following information:

- (a) name and contact details of the Applicant
- (b) name of contact person acting for and on behalf of the Applicant
- (c) details of the rateable land for which the application for the Concession is being made
- (d) evidence of the following:
 - (i) the Applicant is an Eligible Ratepayer;
 - (ii) the business or activity operated by the Eligible Ratepayer falls within the definition of Small Business;
 - (iii) the Small Business operated by the Eligible Ratepayer in the Period has suffered a Decline being:
 - A. a GST Shortfall; or
 - B. an Aggregated Turnover Shortfall.

5.3. Close of Applications

Applications are to be received by Council no later than the closing date of the discount period of the first rates notice levied in the 2020/2021 financial year.

Applications are to be directed to the Chief Executive Officer.

Eligible Ratepayers are required to submit an application for the whole of the rating period 01 July 2020 to 30 June 2021.

If an application is approved by Council, a Concession will be applied from the beginning of the rating period commencing 1 July 2020. (Concessions will not be applied retrospectively).

In the case of an Eligible Ratepayer selling a property, the remission will be up to the date of transfer of ownership.

However, late applications may be approved by Council for the rating period commencing 1 July 2020 subject to the Eligible Ratepayer meeting all the requirements of this Policy.

5.4. General Rates and Utility Charges

The Concession provided in this policy is on the levied general rate and utility charges (less discounts) for the 2020/2021 financial year.

Concessions will not apply to vacant land or Eligible Ratepayers that do not fulfil their lease obligations.

A Concession will only apply to the rates and charges for the 2020/2021 financial year and all outstanding rates and charges will continue to be payable.

General Rates – Council may provide a Concession up to 50% of the General Rates.

Garbage, Water and Sewerage Charges (Utility Charges) – Council may provide a Concession up to 50% for the Utility Charges.

All other rates, levies and charges are excluded from a Concession.

5.5. EVALUATION

Applications received by the Chief Executive Officer will be evaluated in accordance with this Policy and the local government principles in the *Local Government Act 2009*.

Further information may be requested from the Applicant to assist in the evaluation of the application and /or to support the application which must be provided to the Chief Executive Officer within a reasonable time of the request.

The decision of the Chief Executive Officer as to whether the Applicant satisfies the criteria set out in the Policy and that a Concession should be approved, is final.

The Applicant will be notified in writing on the success of the application and whether the Concession has been approved or not approved.

6. ASSOCIATED DOCUMENTS

Local Government Act 2009

Local Government Regulation 2012

Revenue Policy 2020/2021

Revenue Statement 2020/2021

Non-Essential Business, Activity and Undertaking Closure Direction (No. 8) issued on 29 January 2020 by Queensland Health at:

www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/non-essential-business-closure-direction

7. REVIEW

30 June 2021

8. RESOLUTION

Adopted by Council on the XX XXXX XXXX by Council Resolution XXXX/XXX

Chief Executive Officer

____/____/____
Date

BUSINESS PAPERS

3.12 2020/2021 - DISCOUNT FOR PROMPT PAYMENT ON RATES AND UTILITY CHARGES

| | |
|----------------------|---|
| Attachments: | NIL |
| Author: | Justin Hancock - Director of Corporate Services |
| Date: | 9 July 2020 |
| Key Outcome: | 7.3 - Strategic management of Council |
| Key Strategy: | 7.3.3 Implement sustainable financial management and effective procurement practices. |

Executive Summary:

The purpose of this report is to present the rating discounts for adoption.

OFFICERS RECOMMENDATION:

That:

- a) Pursuant to section 130 (4) of the Local Government Regulation 2012, Council resolves to allow a discount of 10% on the gross differential general rates, sewerage utility charges, water utility charges and waste management utility charges made and levied, excluding the excess water consumption charges, provided payment of the full amount outstanding, including any overdue rates and interest to the date of payment, less any discount entitlement, is paid by the due date on original notice of the levy for the period 01/07/2020 to 30/06/2021; and
- b) That a maximum discount of \$5,000 be allowed on the differential general rates for the period 01/07/2020 to 30/06/2021.

Background:

Section 130 – Discount for prompt payment of rates or charges

1. A local government may decide to allow a discount for payment of rates or charges before the end of the discount period.
2. The amount of the discount and the discount period may differ for different rating categories of rateable land.
3. The **discount period** is a period that ends on or before the due date for payment.

A ratepayer is not entitled to a discount for paying in full rates or charges for land by the end of a discount period if other rates or charges for the land are overdue

Consultation (Internal/External):

- Councillors
- Chief Executive Officer – Mark Crawley
- Directors/ Managers

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Legal Implications:

- Local Government Regulation 2012

Financial and Resource Implications:

- 2020/2021 Budget

Risk Management Implications:

- The budget must be adopted before 1 August and in accordance with the requirements of the Local Government Act 2009 and Local Government Regulation 2012

BUSINESS PAPERS

3.13 2020/2021 - INTEREST ON OVERDUE RATES & CHARGES

Attachments: NIL
Author: Justin Hancock - Director of Corporate Services
Date: 9 July 2020

Key Outcome: 7.3 - Strategic management of Council
Key Strategy: 7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

The purpose of this report is to present the Interest on overdue rates and charges for adoption.

OFFICERS RECOMMENDATION:

That:

- (a) For the 2020/2021 financial year and pursuant to section 133 of the Local Government Regulation 2012, Council resolves that overdue rates will bear interest at the rate of zero (0) percent per annum, for the period 01/07/2020 – 30/06/2021.

Background:

Section 133 - Interest on overdue rates or charges

- 1) Interest is payable on overdue rates or charges from -
 - (a) the day the rates or charges become overdue; or
 - (b) a later day decided by the local government.
 - 2) Interest must be calculated –
 - (a) on daily rests and as compound interest; or
 - (b) in another way the local government decides, if an equal or lower amount will be payable.
 - 3) The rate of interest payable is —
 - (a) for a day before 1 July 2019—an annual rate, of not more than 11%, decided by the local government; or
 - (b) for a day on or after 1 July 2019—an annual rate, of not more than the prescribed rate for the day, decided by the local government.
 - 4) A decision of the local government under this section must —
 - (a) apply equally to all ratepayers; and
-

BUSINESS PAPERS

-
- (b) for a decision under subsection (3)(b)—be made by resolution at the local government's budget meeting for the financial year that includes the day to which the decision relates.

5) In this section —

bank bill yield rate, for a day, means the monthly average yield of 90-day bank accepted bills published by the Reserve Bank of Australia for the month of March in the financial year immediately before the financial year in which the day occurs.

Editor's note—

The monthly average yield of 90-day bank accepted bills can be accessed on the Reserve Bank of Australia's website.

prescribed rate, for a day, means the rate that is the sum of —

- (a) the bank bill yield rate for the day, rounded to 2 decimal places; and
(b) 8%.

For the period 01/07/2019 – 30/06/2020 Council elected to set interest on overdue rates and charges at the maximum rate of nine point eight three (9.83) percent per annum compounded daily.

For the period 01/07/2020 – 30/06/2021 the maximum interest rate on overdue rates and charges Council can elect to set is eight point five three (8.53) percent per annum compounded daily. A decision about interest on overdue rates and charges must apply equally to all ratepayers.

Due to the impacts of COVID-19 Council may also consider to freeze interest on overdue rates and charges for the period 01/07/2020 – 30/06/2021 to supports those businesses unable to pay rates and charges within the payable period. If Council elect to set interest on overdue rates and charges at zero (0) percent, Council will forego interest revenue of \$59,000.

Consultation (Internal/External):

- Councillors
- Chief Executive Officer – Mark Crawley
- Directors/ Managers

Legal Implications:

- Local Government Regulation 2012

Financial and Resource Implications:

- 2020/2021 Budget

Risk Management Implications:

- The budget must be adopted before 1 August and in accordance with the requirements of the Local Government Act 2009 and Local Government Regulation 2012

BUSINESS PAPERS

3.14 2020/2021 - LEVY AND PAYMENT OF RATES AND CHARGES

Attachments: NIL
Author: Justin Hancock - Director of Corporate Services
Date: 9 July 2020

Key Outcome: 7.3 - Strategic management of Council
Key Strategy: 7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

This report presents the levy and payment periods for the 2020/2021 rates and charges for adoption to support the 2020/2021 Budget

OFFICERS RECOMMENDATION:

That:

- (a) Pursuant to section 107 of the Local Government Regulation 2012 and section 114 and 128A of the Fire and Emergency Services Act 1990, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy shall generally be levied half yearly (billing periods beginning August/September and February/March) with the exception of the excess water consumption charge which will be levied annually. Such rates and utility charges shall be payable by the due date detailed on the rate notice.
- (b) Council resolves that pursuant to section 102 of the Local Government Regulation 2012 to enable Council to calculate a consumption charge to be levied, the water meter will be deemed read on that particular day if it is read within 2 weeks before the day or 2 weeks after the day. For the 2020/2021 rating period, this date will be 30 June 2021.
- (c) Pursuant to section 118 of the Local Government Regulation 2012, Council resolves that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, must be paid within 30 days of the date of the issue of the rate notice

Background:

Section 107 - Issue of and period covered by rate notice

1. A rate notice may only be issued—
 - a) for utility charges, for a period of at least 1 month, that the local government considers appropriate; and
 - b) for other rates or charges, for the whole or part of a financial year as the local government considers appropriate.
 2. However, the rate notice for the rates mentioned in subsection (1)(b) must be issued for the same period for all ratepayers.
 3. If a person who is liable to pay rates or charges for a period pays the rates or charges before the local government gives the person a rate notice for the period,
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BUSINESS PAPERS

the local government is not required to give the person a rate notice for the period.

4. However, the local government must, at least once each year, issue a rate notice for each parcel of rateable land for a period of no longer than a financial year.

Section 102 – Reading meters for utility charges

5. A local government may, by resolution, decide a meter is taken to have been read during the period that starts 2 weeks before, and ends 2 weeks after, the day on which the meter is actually read.

Consultation (Internal/External):

- Councillors
- Chief Executive Officer – Mark Crawley
- Directors/ Managers

Legal Implications:

- Local Government Regulation 2012

Financial and Resource Implications:

- 2020/2021 Budget

Risk Management Implications:

- The budget must be adopted before 1 August and in accordance with the requirements of the Local Government Act 2009 and Local Government Regulation 2012

BUSINESS PAPERS

3.15 2020/2021 CARPENTARIA SHIRE COUNCIL CONCEALED LEAK POLICY

| | |
|---------------------|---|
| Attachments: | 3.15.1. 2020-2021 Concealed Water Leak Policy ↓ |
| Author: | Justin Hancock - Director of Corporate Services |
| Date: | 9 July 2020 |

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

The 2020/2021 Carpentaria Shire Council Budget, as presented, has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. As stipulated by these regulations, Council must adopt an annual budget which includes various policies and guidelines as well as financial statements prepared on an accrual basis for the 2020/2021 financial year and future budget projections over the subsequent nine years which allow for the measures in financial sustainability. The budget must also be consistent with long term planning documents.

RECOMMENDATION:

That pursuant to section 104 of the Local Government Act 2009 and 122 of the Local Government Regulation 2012, Council resolves to adopts the 2020/2021 Carpentaria Shire Council Concealed Water Leak Policy.

Background:

As per Section 119 and 193 of the Local Government Regulation 2012, Council is required to adopt a policy pertaining to any granting of concessions for rates and charges levied during the financial year.

The purpose of the Concealed Water Leak Policy is to provide assistance to qualifying customers who have larger than normal excess water consumption due to the existence of a concealed water leak which has occurred outside their knowledge and control.

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer – Mark Crawley
- Other Council Staff - Various Directors, Managers & Officers

Legal Implications:

- Local Government Act 2009
 - Local Government Regulation 2012
 - Carpentaria Shire Council Revenue Policy
-

BUSINESS PAPERS

Financial and Resource Implications:

- These Financial Plans provides the framework for the future financial direction of Council.

Risk Management Implications:

- These Financial Plans are prepared in order for Council's future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of Financial Plans must be implemented to ensure statutory compliance.



CORPORATE POLICY

POL_E_CSF_016
Corporate Services
Finance

2020/2021 CONCEALED WATER LEAK POLICY

Adopted on XX/XX/XXXX by Council Resolution No. XXXX/XXX

1. POLICY STATEMENT

Carpentaria Shire Council will provide assistance to qualifying customers who have larger than normal excess water consumption charges due to the existence of a concealed leak which has occurred outside their knowledge or control. Provision of assistance is subject to conditions and assistance is calculated using a defined methodology as below.

2. REPEAL

This policy repeals all previous policies relating to Concealed Water Leaks.

3. SCOPE

This policy applies to all properties connected to the Carpentaria Shire Council water supply scheme (excluding raw water connections for stock watering & industrial use) and where such properties have a Council approved water meter.

4. RESPONSIBILITIES

The administration of this policy shall occur through the Chief Executive Officer.

5. DEFINITIONS

Concealed Leaks: Water escaping from pipework on the customer's side of the water meter in a location that is not readily visible or apparent and which has occurred outside the knowledge or control of the customer.

Average Water Consumption: Average of three equivalent billing periods i.e. the same period on previous years and when there has been no major excess water consumption detected. Where no prior billing history is available the average Carpentaria Shire Council residential water consumption will be used.

Customer: A property connected to the Carpentaria Shire Council water supply scheme and have a Council approved water meter.

Excess Water Consumption: The water used over and above the the annual water access charge.

6. POLICY

Council may pursuant to section 96 of the *Local Government Act 2009* and section 119 of the *Local Government Regulation 2012* apply a concession including with respect to excess water consumption charges as a result of a concealed water leak.

Customers receiving metered water supplies from Council are responsible for managing the water supply on their property i.e. from the property side of the water meter. This includes maintenance and repair of

all water services on the property. All reasonable efforts must be taken by the owner to ensure that the water infrastructure which is located on the property and which is owned by the property owner is maintained in good working order.

Tenants have an obligation to report a suspected leak to the owner/managing agent of the property.

Council has no obligation to provide financial assistance to customers affected by leaks on their property. However, Council recognises that at times water leaks can go undetected for relatively long periods and may cause financial difficulties for some customers. Customers that have experienced a sudden and very large increase in excess water consumption due to a concealed leak on their property may apply for financial assistance subject to conditions outlined in this policy.

Conditions for receiving financial assistance

Approval of applications for a concession for payment of excess water consumption charges is at the discretion of Council and will only be considered as follows:

- All applications are to be submitted via the Approved Application Form.
- The concealed water service leak must be repaired by a licensed plumber in a timely and effective manner to minimise water loss. Repairs must be completed within 14 days of an excess water consumption notice being issued or the customer becoming aware of a possible concealed water leak via Council notification.
- The customer must also provide a copy of the licensed plumbers' invoice detailing the work undertaken and confirming that the leak has been effectively repaired.
- Council may undertake water meter readings to confirm to its satisfaction that the leak has been repaired effectively.
- The application must include a Leak Test Certificate issued by a qualified plumber following the completion of the repair work to demonstrate an effective repair has been done.
- Concessions sought under the provisions of this policy will only be considered in relation with respect to excess water consumption charges notices issued on or after 1 July 2020.
- Applications will only be considered if received within 60 days from the date of issue of the excess water consumption charges notice.
- Only two applications for concessions will be considered per customer per property within a five year period (i.e. five years from the date of approval of the first application for a concession).

Applications for a concession will not be considered for:

- Leaks and/or bursts on internal appliances, fixtures or fittings including air conditioners, dish washers, swimming pools, hot water systems, toilet cisterns, valves, internal and external taps
- Situations where the leak is visible and the occupier knew or ought to have known there was a leak
- Leaks not repaired by a licensed plumber
- Plumblings that is not compliant with government regulations
- Vacant land

Extent of Assistance

If the application for the concession is approved the customer will pay the full water access charge which includes the annual water classification allowance plus \$200 and 25% of the remaining excess water consumption charge.

Example.

A customer has an excess water consumption charge of \$1,000. Customers where a concession is approved must pay the first \$200 of the excess water consumption charge plus 25% of the remaining \$800. Therefore, a customer eligible for the concession would pay \$400 of the excess water consumption charge and Council would pay the balance being \$600.

7. REFERENCE

Water Charge Remission for Faulty Meters Policy
Form 316 – Concealed Water Leak Application

8. REVIEW

This policy is to remain in force until otherwise determined by Council.

9. RESOLUTION

Adopted by Council on the XX XXXXXX XXXX by Council Resolution XXXX/XXX.

BUSINESS PAPERS

3.16 2020/2021 CARPENTARIA SHIRE COUNCIL WATER CHARGE REMISSION FOR FAULTY WATER METER POLICY

Attachments: 3.16.1. 2020 2021 Water Charge Remission for Faulty Water Meter Policy [↓](#)

Author: Justin Hancock - Director of Corporate Services

Date: 9 July 2020

Key Outcome: 5.1 – Council is maintaining responsible financial and corporate management

Key Strategy: 5.1.1 Council continues responsible budgeting and living within its means and meets its statutory reporting obligations.

Executive Summary:

The 2020/2021 Carpentaria Shire Council Budget, as presented, has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. As stipulated by these regulations, Council must adopt an annual budget which includes various policies and guidelines as well as financial statements prepared on an accrual basis for the 2020/2021 financial year and future budget projections over the subsequent nine years which allow for the measures in financial sustainability. The budget must also be consistent with long term planning documents.

RECOMMENDATION:

That pursuant to section 104 of the Local Government Act 2009 and 122, of the Local Government Regulation 2012, Council resolves to adopts the 2020/2021 Carpentaria Shire Council Water Charge Remission for Faulty Water Meter Policy.

Background:

As per Section 119 and 193 of the Local Government Regulation 2012, Council is required to adopt a policy pertaining to any granting of concessions for rates and charges levied during the financial year.

The purpose of this policy is to establish guidelines & processes to ensure consistency in the assessment of written requests to review water consumption charges due to a possible faulty water meter or inaccurate reading.

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer – Mark Crawley
- Other Council Staff - Various Directors, Managers & Officers

Legal Implications:

- Local Government Act 2009
 - Local Government Regulation 2012
 - Carpentaria Shire Council Revenue Policy
-

BUSINESS PAPERS

Financial and Resource Implications:

- These Financial Plans provides the framework for the future financial direction of Council.

Risk Management Implications:

- These Financial Plans are prepared in order for Council's future planning and strategies to be addressed. This in turn will assist Council in its decision making. The development and implementation of Financial Plans must be implemented to ensure statutory compliance.



CORPORATE POLICY

POL_E_CSF_002
Corporate Services
Finance

2020/2021 WATER CHARGE REMISSION FOR FAULTY WATER METER POLICY

Adopted on XX/XX/XXXX by Council Resolution No. XXXX/XXX

1. PURPOSE

The purpose of this policy is to establish guidelines & processes to ensure consistency in the assessment of written requests to review excess water consumption charges due to a possible faulty water meter or inaccurate reading.

2. SCOPE

The scope of this policy shall apply to all properties within the local government area connected to Council's water reticulation system via an approved water meter.

3. REPEAL

This policy repeals all previous versions of policies relating to faulty meters.

4. POLICY

This policy shall only apply to water meters on properties connected to Council's water reticulation system.

Council is responsible for the provision of an accurate water meter to the property and all infrastructure up to and including the water meter unless documented otherwise.

The property owner is responsible for payment of the access water charge and excess water consumption at the property and all water supply infrastructure on the property side of the water meter, including the payment for water loss through leaks.

A Water Meter Test Application Form must be submitted to Council together with the prescribed fee before a water meter test will be performed in accordance with section 5.1.

The water meter testing fee will be refunded if the water meter is found to be faulty or an inaccurate reading was taken.

Council will take the appropriate steps to repair or replace faulty water meters.

5. OPERATIONAL

5.1 TESTING OF WATER METERS

- 5.1.1. A property owner may request that Council test a water meter;
- 5.1.2. A request made under subsection 5.1.1. must be made on the approved form and be accompanied by the prescribed fee; and
- 5.1.3. Council may at any time test a water meter.

WATER CHARGES REMISSION FOR FAULTY METERS POLICY – POL_E_CSF_002

Version 4

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5.2 WATER METER IS NOT REGISTERING ACCURATELY >+5%

- 5.2.1. Where a request is made pursuant to section 5.1, Council must determine whether the water meter is registering accurately.
- 5.2.2. Where Council determines that the water meter is registering >+5% then the water meter is not registering accurately, and Council shall:
 - (a) refund the prescribed fee;
 - (b) refund/ write off excess water consumption charges;
 - (c) carry out any necessary actions to ensure the water meter is registering accurately before reinstalling the meter; or
 - (d) install a replacement water meter which is registering accurately.

5.3 WATER METER IS NOT REGISTERING ACCURATELY <-5%

- 5.3.1. Where a request is made pursuant to section 5.1, Council must determine whether the water meter is registering accurately.
- 5.3.2. Where Council determines that the water meter is registering <-5% then the water meter is not registering accurately, and Council shall:
 - (a) carry out any necessary actions to ensure the water meter is registering accurately in accordance with the prescribed standard before reinstalling the meter; or
 - (b) install a replacement water meter which is registering accurately.
- 5.3.3. The prescribed fee shall not be refunded; and
- 5.3.4. The property owner shall be fully responsible for the access water charge and excess water consumption charges.

5.4 CHARGES WHEN WATER METER IS NOT REGISTERING ACCURATELY

- 5.4.1. If any water meter in use ceases to register or is determined by Council to be not registering accurately, Council may:-
 - (a) estimate the period during which such water meter was not in working order;
 - (b) calculate the deemed water consumption, using all reasonable information available to Council; and
 - (c) refund the prescribed fee.
- 5.4.2. The process for calculating the actual charge for excess water consumption is to calculate the average excess water consumption from the previous three (3) water meter consumption readings taken for the property meter. This then becomes the calculated excess water consumption payment required.

5.5 WATER METER IS REGISTERING CORRECTLY < +5%

- 5.5.1. Where Council determines that the water meter is registering correctly:
 - (a) the prescribed fee shall not be refunded; and
 - (b) the property owner shall be fully responsible for excess water consumption charges.

5.6 REPLACEMENT OF WATER METERS

- 5.6.1. Should any person refuse to allow or delay in allowing any water meter in their premises to be repaired and/or tested, Council may replace the water meter on that premises with another water meter which is registering accurately.

6. REFERENCES

This Policy has been prepared after consideration of the following pieces of legislation:

- The Queensland Local Government Act 2009
- Local Government Regulation 2012
- Water Supply (Safety and Reliability) Act 2008
- Water Act 2000
- 2020/2021 Concealed Water Leak Policy

7. NEXT REVIEW

This policy is to remain in force until otherwise determined by Council.

8. RESOLUTION

Adopted by Council on the XX XXXXXX XXXX by Council Resolution XXXX/XXX.

Chief Executive Officer

BUSINESS PAPERS

4 CLOSURE OF MEETING