



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

30 JUNE, 2021

BUSINESS PAPERS

NOTICE OF MEETING

COUNCILLORS:

Mayor Jack Bawden	Chairperson
Cr Ashley Gallagher	
Cr Bradley Hawkins	
Cr Andrew Murphy	
Cr Craig Young	
Cr Amanda Scott	
Cr Douglas Thomas	

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

Mark Crawley
CHIEF EXECUTIVE OFFICER

BUSINESS PAPERS

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING OF MEETING	5
2	RECORD OF ATTENDANCE.....	5
3	REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES	6
3.1	2021/2022 Annual Operational Plan	6
	Attachment 3.1.1 Operational Plan 2021/2022	8
3.2	2021/2022 Debt Policy	18
	Attachment 3.2.1 Debt Policy	20
3.3	2021/2022 Investment Policy	24
	Attachment 3.3.1 Investment Policy	26
3.4	2021/2022 Differential General Rates.....	34
3.5	2021/2022 Utility Charges - Waste Management	41
3.6	2021/2022 Utility Charges - Water	43
3.7	2021/2022 Utility Charges - Sewerage	45
3.8	2021/2022 Discount for Prompt Payment on Rates and Utility Charges.....	47
3.9	2021/2022 Interest on Overdue Rates & Charges	49
3.10	2021/2022 Levy and Payment of Rates and Charges	51
3.11	2021/2022 Rebates and Concessions on Rates and Utility Charges	53
	Attachment 3.11.1 Pensioner Rates Concession Policy	55
	Attachment 3.11.2 Rates Based Financial Assistance for Community Organisations Policy	59
3.12	2021/2022 Concealed Water Leak Policy	64
	Attachment 3.12.1 Concealed Water Leak Policy	66
3.13	2021/2022 Faulty Water Meter Policy	70
	Attachment 3.13.1 Faulty Water Meter Policy	72
3.14	2021/2022 Financial Hardship Policy.....	77
	Attachment 3.14.1 Financial Hardship Policy.....	79
3.15	2021/2022 Debt Recovery Policy.....	86
	Attachment 3.15.1 Debt Recovery Policy.....	88
3.16	2021/2022 Statement of Estimated Financial Position.....	96

BUSINESS PAPERS

	Attachment 3.16.1 Estimated Income and Expenditure 30 June 2021	98
	Attachment 3.16.2 Estimated Statement of Cash Flow 30 June 2021	99
	Attachment 3.16.3 Estimated Financial Position 30 June 2021	100
	Attachment 3.16.4 Estimated Changes in Equity 30 June 2021	101
3.17	2021/2022 Adoption of Budget.....	102
	Attachment 3.17.1 Statements of Financial Position.....	106
	Attachment 3.17.2 Statements of Cash Flow	107
	Attachment 3.17.3 Statements of Income and Expenditure	108
	Attachment 3.17.4 Statements of Changes in Equity	109
	Attachment 3.17.5 Long-term financial forecast - Financial Position	110
	Attachment 3.17.6 Long-term financial forecast - Cash flows	111
	Attachment 3.17.7 Long-term financial forecast - Income and Expenditure	112
	Attachment 3.17.8 Long-term financial forecast - Changes in Equity	113
	Attachment 3.17.9 Revenue Statement 2021/2022	114
	Attachment 3.17.10 Revenue Policy	131
	Attachment 3.17.11 Long-term financial forecast - Sustainability Ratios	136
	Attachment 3.17.12 Percentage of Change in Rates Levied.....	138
4	GENERAL BUSINESS	139
5	CLOSURE OF MEETING	139

BUSINESS PAPERS

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

BUSINESS PAPERS

3 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

3.1 2021/2022 ANNUAL OPERATIONAL PLAN

Attachments:	3.1.1. Operational Plan 2021/2022 ↓
Author:	Julianne Meier - Director Corporate Services
Date:	29 June 2021

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:

Pursuant to section 174 of the *Local Government Regulation 2012*, Council must prepare and adopt an Operational Plan for each financial year and report on the progress quarterly.

RECOMMENDATION:

That Council adopts the 2021/2022 Operational Plan pursuant to and in accordance with Section 174 of the Local Government Regulation 2012.

Background:

Pursuant to section 175 (1) of the *Local Government Regulation 2012*, Council's annual Operational Plan must:

- (a) Be consistent with its 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.

In accordance with the *Local Government Regulation 2012*, Council's Budget 2021/2022 was developed in accordance with, and is directly aligned to, the Operational Plan 2021/2022.

At the commencement of the 2021/2022 financial year, Council did not have any commercial business units, however Council will reassess legislative criteria and make a determination as required.

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
-

BUSINESS PAPERS

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

Legal Implications:

- The Operational Plan has been prepared in accordance with section 175 of the *Local Government Regulation 2012*.

Financial and Resource Implications:

- The plan is directly linked to the budget which has been prepared to ensure that the resource utilization is affordable and effective.

Risk Management Implications:

- Quarterly reporting on the implementation of the Operational Plan 2021/2022 will enable Council and the community to monitor and review progress.



CARPENTARIA
OPERATIONAL PLAN
2021 – 2022

*It's a great place to work,
live and play*



Table of Contents

Executive Summary.....	3
Achieving our key strategic themes.....	5
Reporting Overview	6
Corporate Plan Progress	6
Operational Plan Progress	6
Departmental Plan Progress	6
Operational Plan Key Initiatives – 2021-2022.....	7
Theme One: Carpentaria Community.....	7
Theme Two: Carpentaria Environment.....	8
Theme Three: Carpentaria Economy	9
Theme Four: Carpentaria Governance	10

www.carpentaria.qld.gov.au

Enquiries:

Email: council@carpentaria.qld.gov.au
Telephone: 07 4745 2200
Fax: 07 4745 1340
Street Address: 29 – 33 Haig Street Normanton
Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Executive Summary

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 2021-2022 was developed in accordance with, and is directly aligned to, the Operational Plan 2021-2022.

- 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:-

- Carpentaria Community
- Carpentaria Environment
- Carpentaria Economy
- Carpentaria Governance

- 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 2021-2022 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 2021-2022 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.



Achieving our key strategic themes

To achieve the key strategic actions under the key strategic themes identified in the Corporate Plan the Council will identify and adopt a number of key initiatives and projects that will be delivered annually over the next five years.

These key initiatives and projects are identified in the Operational Plan and are supported with a budget allocation to ensure resources are provided to achieve 100% of the initiatives and projects identified.

Theme One: Carpentaria Community

A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.

Theme Two: Carpentaria Environment

The region's environmental assets including natural areas and resources, open space, and agricultural land, are conserved and enhanced for future generations.

Theme Three: Carpentaria Economy

A dynamic and diverse economy creating industry development and employment opportunities

Theme Four: Carpentaria Governance

A well governed, responsive Council, providing effective leadership and management, and respecting community values



Reporting Overview

Corporate Plan Progress

The progress made against the Key Strategic Actions under the Key Strategic Themes in the Corporate Plan will be reported annually in the Carpentaria Shire Council Annual Report by the Chief Executive Officer.

Monthly Officers Reports to Council are to identify the Corporate Plan References when presenting reports for consideration that relate to addressing the key strategic actions in the Corporate Plan.

Operational Plan Progress

The Chief Executive Officer is required to provide a Quarterly Operational Plan progress report to Council.

The Executive Leadership Team are charged with monitoring the monthly progress towards the quarterly review date for the report against the Council's progress towards completing the key initiatives and projects.

Departmental Plan Progress

Each Department within Council will develop a Departmental Plan to be reported by the Manager of the Department on a Quarterly basis to Council. The purpose of the Departmental Plans are to capture the business-as-usual services provided by Carpentaria Shire Council.

The services provided under the Departmental Plans are not included in the Operational or Corporate Plans as these documents will concentrate on the key initiatives and key projects to be undertaken by Council to achieve the key strategic actions identified in the Corporate Plan.



Operational Plan Key Initiatives – 2021-2022

Theme One: Carpentaria Community

A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.

Number	Key Initiative	Responsible Officer
1	Development of, and implementation of Youth Strategy for the Shire	Manager of Economic and Community Development
2	Development of standard leases for the community groups who utilise Council facilities	Manager of Economic and Community Development
3	Develop an action plan from the recommendations contained in the Carpentaria Sport and Recreation Plan	Manager of Economic and Community Development
4	Annual review the Local Disaster Management Plan	Chief Executive Officer



Theme Two: Carpentaria Environment

The region's environmental assets including natural areas and resources, open space, and agricultural land, are conserved and enhanced for future generations.

Number	Key Initiative	Responsible Officer
1	Advocate with various government departments on initiatives identified in the Coastal Hazard Adaptation Study and including Karumba Levee pre-feasibility	Chief Executive Officer
2	Participation in the development of a Regional Biosecurity Plan	Chief Executive Officer



Theme Three: Carpentaria Economy

A dynamic and diverse economy creating industry development and employment opportunities

Number	Key Initiative	Responsible Officer
1	Promote and encourage support from interested parties to pursue initiatives in the Economic Development Strategy	Manager of Economic and Community Development
2	Continued participation in the North West Minerals Province with other councils and state government	Chief Executive Officer Manager of Economic and Community Development
3	Promote and encourage support from interested parties to pursue initiatives in the Tourism Strategy	Chief Executive Officer Tourism Champion Barra and Hatchery Manager



Theme Four: Carpentaria Governance

A well governed, responsive Council, providing effective leadership and management, and respecting community values

Number	Key Initiative	Responsible Officer
1	Development of Strategic Risk Register and Operational Risk Register	Director of Corporate Services
2	Development of individual asset class management plans	Chief Executive Officer Director of Engineering
3	Update the Long-Term Financial Sustainability indicators and develop a sustainability plan highlighting the assumptions that make up the strategy	Chief Executive Officer Director of Corporate Services Director of Engineering
4	Regional representation on the NWQROC and WQAC	Mayor Deputy Mayor Chief Executive Officer



BUSINESS PAPERS

3.2 2021/2022 DEBT POLICY

Attachments:	3.2.1. Debt Policy ↓
Author:	Julianne Meier - Director Corporate Services
Date:	29 June 2021

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:

This report provides an update of the Debt Policy for adoption with the annual budget.

The Debt Policy was last adopted on 15th July 2020 and this revision shows updated balances of existing borrowings, and there are no planned future borrowings.

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 2021/2022 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 2021/2022 financial period or the next 9 financial years.

Currently Council has \$7,439,307 in borrowings through Queensland Treasury Corporation (QTC) with annual debt service payments of \$842,173 budgeted for the 2021/2022 financial year.

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

Consultation (Internal/External):

- Mayor and Councillors
-

BUSINESS PAPERS

- Chief Executive Officer
- 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 Arrangements Regulation 2019 (SBFAR).*

Financial and Resource Implications:

- As provided in this report.

Risk Management Implications:

- Council's long term financial forecasting model is used to determine required and sustainable debt levels.



Debt Policy

Policy Details

Policy Category	Council Policy
Date Adopted	30/6/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	1/7/2021
Policy Version Number	
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
Review Date	30/6/2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local government Regulation 2012
Policies	<ul style="list-style-type: none">
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2021 - 2025

Version History:

Version	Adopted	Comment	eDRMS #
	30/6/2021	Council Resolution	
	15/7/2020	Council Resolution SM0720/004	POL_E_C SF_004



Contents

INTENT	3
REPEAL	3
PRINCIPLES	3
SCOPE	3
RESPONSIBILITIES	3
POLICY	3
EXISTING AND PLANNED BORROWINGS	4



Intent

The Debt Policy is intended to set out the planned borrowings for Council over the next ten (10) years. The relevant legislation is:

- Local Government Act 2009, Chapter 4, Part 3, Sections 104(5); and
- Local Government Regulation 2012, Chapter 5, Part 4, Section 192.

Repeal

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

Principles

To provide Council with a debt management strategy based on sound financial management guidelines.

To establish a framework for new borrowings planned for the next financial year and the following nine (9) financial years; and the period over which Council plans to repay existing and new borrowings.

Scope

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

Responsibilities

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

Policy

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.

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.

Council will not use long-term debt to finance operating activities or recurrent expenditure of Council. Council will raise all external borrowings from the Queensland Treasury Corporation.



The following table shows Existing and Planned Future Borrowings, including estimates of annual repayments and remaining loan terms.

Existing and Planned Borrowings

Loan Description	Balance as at 30/06/21	Balance as at 30/06/22	Est. Annual Loan Payments 2020/2021	Estimated Remaining Term of Loan (Years)
Current Carpentaria Shire Borrowings				
Karumba Sewerage	1,799,674	1,646,498	264,396	7.96
Normanton Water Supply	988,618	912,440	136,128	8.73
Raise Glenore Weir	4,651,015	4,393,020	441,649	12.74
Total Current Carpentaria Shire Borrowings	7,439,307	6,951,958	842,173	
Planned "New" Carpentaria Shire Borrowings				
FY 2021/2022	0	0	0	0
FY 2022/2023	0	0	0	0
FY 2023/2024	0	0	0	0
FY 2024/2025	0	0	0	0
FY 2025/2026	0	0	0	0
FY 2026/2027	0	0	0	0
FY 2027/2028	0	0	0	0
FY 2028/2029	0	0	0	0
FY 2029/2030	0	0	0	0
FY 2030/2031	0	0	0	0
Total Planned "New" Carpentaria Shire Borrowings	0	0	0	0

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

No new borrowings are forecast over the next ten years, however this policy is required to be reviewed annually and updated to reflect any changes.

Adopted by Council "Date" by Resolution "Number"

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

3.3 2021/2022 INVESTMENT POLICY

Attachments:	3.3.1. Investment Policy ↓
Author:	Julianne Meier - Director Corporate Services
Date:	29 June 2021

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 Investment Policy has been reviewed and it is confirmed that this policy conforms with all necessary legislation and is presented to Council to be adopted for the 2021/2022 financial year.

OFFICERS RECOMMENDATION:

That pursuant to Section 104 of the *Local Government Act 2009* and section 191 of the *Local Government Regulation 2012*, Council resolves to adopt the 2021/2022 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 policies: -

- (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 has been reviewed and the following amendments have been identified:

- Table 2 Credit Risk Guidelines have been further limited to reduce the percentage of total investments in non QTC facilities, given Council's low appetite for risk.
-

BUSINESS PAPERS

Consultation (Internal/External):

- Manager Finance and Administration

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:

- As provided in this report.

Risk Management Implications:

- Council invests most available funds with the Queensland Treasury Corporation, which conforms with required legislation and meets the low risk profile that Council maintains when investing funds.



Investment Policy

Policy Details

Policy Category	Council Policy
Date Adopted	30/6/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	1/7/2021
Policy Version Number	
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance
Review Date	30/6/2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local government Regulation 2012 Statutory Bodies Financial Arrangements Act 1982 Statutory Bodies Financial Arrangement Regulation 2019
Policies	<ul style="list-style-type: none">
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2021 - 2025

Version History:

Version	Adopted	Comment	eDRMS #
	30/6/2021	Council Resolution	
	15/07/2020	Council Resolution SM0720/005	POL_E_C SF_013



Contents

INTENT	3
SCOPE	3
REPEAL	3
PRINCIPLES	3
POLICY	3
ETHICS AND CONFLICTS OF INTEREST	3
<i>Prudent Person Standard</i>	3
<i>Ethics and Conflicts of Interest</i>	4
<i>Delegation of Authority</i>	4
INVESTMENT OBJECTIVES	4
<i>Preservation of Capital</i>	4
<i>Credit Risk</i>	4
<i>Interest Rate Risk</i>	4
<i>Maintenance of Liquidity</i>	4
<i>Return on Investment</i>	4
INTERNAL CONTROLS	5
<i>New Investment Products</i>	5
<i>Reporting</i>	5
INVESTMENT PARAMETERS	5
<i>Investable funds</i>	5
<i>Portfolio investment parameters</i>	5
<i>Quotations on investments</i>	5
<i>Authorised investments</i>	5
<i>Prohibited investments</i>	6
<i>Portfolio investment parameters and credit requirements</i>	6
<i>Term to Maturity</i>	7
<i>New investment products</i>	7
INTERNAL CONTROLS	7
BREACHES	8



Intent

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.

The legislative authority for the Investment Policy are:

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

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.

Repeal

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

Principles

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.

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.

Policy

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.

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

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.

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 2 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
Aaa	Not available	0%	15%	n/a
AA+ to AA-	A1+	0%	15%	3 years
A+ to A-	A1	0%	0%	1 year
BBB+ to BBB-	A2	0%	0%	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 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 ELT and approval by Council.

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 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.

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.

Adopted by Council "Date" by Resolution "Number"

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

3.4 2021/2022 DIFFERENTIAL GENERAL RATES

Attachments:	NIL
Author:	Julianne Meier - Director Corporate Services
Date:	29 June 2021

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:

This report is presented to Council for the adoption of the differential general rating categories and minimum general rate for the financial year 2021/2022.

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 follows:

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 - PPR	All residential land, that is the owner's principal place of residence, and is less than 4,000m ² in size, and is 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 area which consists of multi residential dwellings.
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.

BUSINESS PAPERS

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 predominately used for Commercial Electrical, Reticulation or Telecommunication purposes 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 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".

BUSINESS PAPERS

20	Light Industry	All industrial land in Karumba and Normanton that is zoned "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 zoned as "Strategic Port Land" and 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: <ul style="list-style-type: none"> -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 authorised 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 authorised 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.

BUSINESS PAPERS

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 more 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 more 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 to 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 ≥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 and Heavy Industry ≥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 more in land size.
51	Residential Home Business	All land within the Council area that is used as a commercial home business.
52	Shopping Facility with >25 on-site carparks	All land within the Council are used as a shopping facility with greater than 25 onsite carparks.
53	Residential Land <4,000 m ² - Non-PPR	All residential land, that is not the owner's principal place of residence, and is less than 4,000m ² in size, and is within the areas defined as Normanton Township or Karumba or Karumba Point, in the Carpentaria Shire Council Planning Scheme 2008 (Map 3).

(b) Council resolves to delegate to the Chief Executive Officer pursuant to section 257 of

BUSINESS PAPERS

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 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	Differential	General Rate (cent / rate in the dollar)	Minimum \$
1	Vacant Urban Land <10,000 m ²	1.4788	682.00
2	Residential Land <4,000 m ² - PPR	1.4165	606.00
3	Residential Land ≥4,000m ² & <100Ha	0.8330	617.00
4	Residential Multi-units	1.6795	832.00
5	Vacant Land ≥4,000m ² & <100Ha	0.6213	737.00
6	Rural Areas <\$500,000	0.9998	630.00
7	Rural \$500,000 - \$999,999	1.1647	5,460.00
8	Rural ≥ \$1,000,000	1.7117	22,512.00
9	Rural - Agriculture	2.0600	5,628.00
10	Commercial	1.7587	884.00
11	Motels	1.5742	2,100.00
12	Commercial - Other	1.2646	600.00
13	Electrical Reticulation and Telecommunications Infrastructure – Rural	8.9804	1,254.00
14	Electrical Reticulation and Telecommunications Infrastructure – Normanton and Karumba	16.4058	6,006.00
15	Intensive Accommodation – 10 to 30 Person	3.4944	1,197.00
16	Intensive Accommodation – 31 to 50 Person	3.4944	2,405.00
17	Intensive Accommodation ≥51 Person	3.4944	3,955.00
20	Light Industry	1.6578	897.00
21	Transport and Heavy Industry <1Ha	3.1632	2,100.00
22	Service Stations	1.8136	1,092.00
23	Bulk Fuel Storage	3.1975	2,184.00
24	Shipping and Other Industry	3.6740	2,184.00
25	Processing Plant	4.4984	2,184.00

BUSINESS PAPERS

26	Mine Product Operations	131.9147	1,591,350.00
27	Electricity Generation ≤5MW	1.9694	4,526.00
28	Electricity Generation >5MW	2.0000	9,040.00
31	Quarry 5,000–100,000 Tonnes	3.6401	5,460.00
32	Quarry >100,000 Tonnes	3.6401	28,120.00
33	Petroleum Lease	2.0600	2,710.00
34	Mining Leases <25 people	2.0600	2,165.00
35	Mining Leases 25-99 people	2.0600	10,815.00
36	Mining Leases ≥100 people	2.0600	108,150.00
37	Mining Leases <25 people with accommodation	2.0600	3,245.00
38	Mining Leases 25-99 people with accommodation	2.0600	16,225.00
39	Mining Leases ≥100 people with accommodation	2.0600	118,965.00
41	Caravan Parks <50 sites	2.8494	745.00
42	Caravan Parks 50-100 sites	1.0826	1,050.00
43	Caravan Parks >100 sites	1.9207	2,100.00
44	Hotels/ Licensed Venue <20 Rooms	1.4057	1,050.00
45	Hotels/ Licensed Venue ≥20 Rooms	1.7537	2,100.00
50	Transport and Heavy Industry ≥1.0Ha	2.0229	3,150.00
51	Residential Home Business	1.5426	660.00
52	Shopping Facility with >25 on-site carparks	1.7587	884.00
53	Residential Land <4,000 m ² - Non-PPR	1.5426	660.00

Background:

Each year, as part of the adoption of the Annual Budget, Council is required to adopt the differential rating categories under which rates will be levied for the year as well as the differential rates and minimums to be levied.

Properties in the Carpentaria Shire local government area have not be subjected to a land revaluation by the Valuer-General.

For the 2021/2022 financial year the following differential rating categories have been added:

1. Category 51 - Residential Home Business
2. Category 52 – Shopping Facility with >25 on-site carparks
3. Category 53 – Residential Land <4,000m² – Non Principle Place of Residence

BUSINESS PAPERS

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer
- Directors
- External

Legal Implications:

- *Local Government Act 2009, Section 94*
- *Local Government Regulation 2012*

Financial and Resource Implications:

- As provided in this report.

Risk Management Implications:

- Risks are within normal operational parameters.

BUSINESS PAPERS

3.5 2021/2022 UTILITY CHARGES - WASTE MANAGEMENT

Attachments: NIL
Author: Julianne Meier - Director Corporate Services
Date: 29 June 2021

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:

This report provides an update on the waste management utility charges to be levied for the financial year 2021/2022.

RECOMMENDATION:

That:

- (a) Pursuant to sections 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	\$410.00

- (b) The application of the above levied waste management charges be in accordance with the further detail provided in Council's adopted Revenue Statement 2021/2022.

Background:

Council will provide a garbage collection service and disposal facilities 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 utility 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. 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.

The charges for the service are annual charges and are not reduced for periods of time when the premises are unoccupied.

Consultation (Internal/External):

- Mayor and Councillors

BUSINESS PAPERS

- Chief Executive Officer
- Other Council Staff – Various Directors, Managers & Officers

Legal Implications:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Financial and Resource Implications:

- As presented in the report.

Risk Management Implications:

- Adoption of the waste management utility charges are in accordance with sections 94 of the *Local Government Act 2009* and chapter 4, part 7 of the *Local Government Regulation 2012*.

BUSINESS PAPERS

3.6 2021/2022 UTILITY CHARGES - WATER

Attachments: NIL
Author: Julianne Meier - Director Corporate Services
Date: 29 June 2021

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:

This report provides the details of the Water Utility charges for the 2021/2022 financial year.

OFFICERS RECOMMENDATION:

That:

- (a) Pursuant to sections 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 - Access Charge	per unit	\$73.22
Raw Water Rural Domestic Access Charge	per unit	\$47.59
Excess Water Consumption Charge	per kl	\$2.70
Consumption Charge - Stock Watering & Industrial Use	per kl	\$2.70

- (b) The application of the above levied water utility charges be in accordance with the further detail provided in Council's adopted Revenue Statement 2021/2022.
- (c) Pursuant to section 102(2) of the *Local Government Regulation 2012*, a water 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.

Background:

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.

BUSINESS PAPERS

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

All water utility charge revenue shall be used to cover the costs associated with the operation, maintenance, replacement, upgrade, and funding of the Carpentaria water supply infrastructure, including ensuring long-term sustainability.

The water utility charges are established for both treated water supply and raw water supply. Where an assessment is part of a community titles scheme (including a building units or group titles plan) and the assessment within the scheme is not separately metered, the applicable Water Utility Charges will be apportioned in accordance with the registered contribution schedule lot entitlement for the assessment.

Use of water, whether raw or treated, is subject to any water conservation measures (water restrictions) that are currently in place, or that may be imposed by Council at any time during the financial year.

Council has determined to make and levy water utility charges for treated water supply based on a two-part tariff, made up of a fixed Water Access Charge (being a charge for the use of infrastructure that supplies water) and a variable Water Consumption Charge (being a charge for using the water based on the amount of water that is actually used).

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 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
- Other Council Staff – Various Directors, Managers & Officers

Legal Implications:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Financial and Resource Implications:

- As presented in the report.

Risk Management Implications:

- Adoption of utility charges are in accordance with sections 94 of the *Local Government Act 2009* and chapter 4, part 7 of the *Local Government Regulation 2012*.

BUSINESS PAPERS

3.7 2021/2022 UTILITY CHARGES - SEWERAGE

Attachments: NIL
Author: Julianne Meier - Director Corporate Services
Date: 29 June 2021

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:

Each year, as part of the adoption of the Annual Budget, Council is required to adopt the Sewerage Utility charges.

OFFICERS RECOMMENDATION:

That:

- a) Pursuant to section 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	\$ 874.00
Vacant Charge	per unit	\$ 655.00
Base Non-Residential Charge	per unit	\$ 1,256.00
Additional Non-Residential Charge	per unit	\$ 655.00

Karumba Sewerage Utility Charges

Type	Basis of Charge	Charge
Residential Charge	per unit	\$1,161.00
Vacant Charge	per unit	\$871.00
Base Non-Residential Charge	per unit	\$1,256.00
Additional Non-Residential Charge	per unit	\$ 655.00

- b) The application of the above levied sewerage charges be in accordance with the further detail provided in Council's adopted Revenue Statement 2021/2022.

BUSINESS PAPERS

Background:

In 2020/21, the Sewerage Utility Charges in Karumba were based on a unit Equivalent Tenement basis. In the 2021/22 financial year the Sewerage Utility Charges for Karumba shall be changed from the unit Equivalent Tenement basis to a per unit basis to harmonise the charging methodology for both Karumba and Normanton townships. This change will be implemented over five years, with the goal to have the same unit charge for both Normanton and Karumba.

In keeping with Subsection 94(2) of the *Local Government Act 2009* and Sections 99 and 100 of *Local Government Regulation 2012*, Council has determined to make and levy Sewerage Utility Charges on all land within the Normanton and Karumba townships declared sewerage areas, whether vacant or occupied, that Council has or is able to provide with sewerage services.

Consultation (Internal/External):

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

Legal Implications:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Financial and Resource Implications:

- As provided in the report.

Risk Management Implications:

- Adoption of utility charges is in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*.

BUSINESS PAPERS

3.8 2021/2022 DISCOUNT FOR PROMPT PAYMENT ON RATES AND UTILITY CHARGES

Attachments: NIL
Author: Julianne Meier - Director Corporate Services
Date: 29 June 2021

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 Pursuant to section 130 of the *Local Government Regulation 2012*, the rates and charges identified in column 2 of the below table made and levied for the differential rating categories identified in column 1 of the below table shall be subject to a discount specified in column 3 of the below table if paid within the discount period of 30 days of the date of issue of the rate notice provided that:

- a) all rates and charges 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.

Table: Amount of discount per differential rating category

Column 1 – Differential Rating Category	Column 2 – Rates or Charges Discounted	Column 3 – Discount Amount
All differential rating categories excluding categories 8 and 26	Differential general rates and utility charges excluding excess water consumption charges	10%
8 and 26	Differential general rates and utility charges excluding excess water consumption charges	\$5,000

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

BUSINESS PAPERS

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
- Directors/ Managers

Legal Implications:

- *Local Government Regulation 2012*

Financial and Resource Implications:

- 2021/2022 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

3.9 2021/2022 INTEREST ON OVERDUE RATES & CHARGES

Attachments: NIL
Author: Julianne Meier - Director Corporate Services
Date: 29 June 2021

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:

Pursuant to section 133 of the *Local Government Regulation 2012*, compound interest on daily rests at the rate of eight (8%) per annum is to be charged on all overdue rates and charges.

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 purpose of the discount for the 2021/2022 financial year, the maximum amount of interest that can be calculated on overdue rates and charges is 8.03%. Officers are of the view for ease of application the rate be set at 8.0% for simplicity as revenue from the additional is immaterial.

Consultation (Internal/External):

- Councillors
- Chief Executive Officer

Legal Implications:

- *Local Government Regulation 2012*

Financial and Resource Implications:

- 2021/2022 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

3.10 2021/2022 LEVY AND PAYMENT OF RATES AND CHARGES

Attachments: NIL
Author: Julianne Meier - Director Corporate Services
Date: 29 June 2021

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 2021/2022 rates and charges for adoption to support the 2021/2022 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 be levied half yearly, with billing periods beginning:
 - a. August/September; and
 - b. February/Marchwith 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 2021/2022 rating period, this date will be 30 June 2022.
- (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
-

BUSINESS PAPERS

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, 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.

The proposed issue dates for the 2021/2022 financial year Rate Notices are as presented in the table below:

Levy Number	Proposed Issue Date	Proposed Due Date
Levy 1	Tuesday, 17 August 2021	Thursday, 16 September 2021
Levy 2	Tuesday, 22 February 2022	Thursday, 24 March 2022

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

Legal Implications:

- *Local Government Regulation 2012*

Financial and Resource Implications:

- 2021/2022 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

3.11 2021/2022 REBATES AND CONCESSIONS ON RATES AND UTILITY CHARGES

Attachments: 3.11.1. Pensioner Rates Concession Policy [↓](#)
3.11.2. Rates Based Financial Assistance for Community Organisations Policy [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 29 June 2021

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 119, 120, 121 and 122 of the *Local Government Regulation 2012*, Council resolve to adopt the:
 - Pensioner Rates Concession Policy 2021/2022; and
 - Rates Based Financial Assistance for Community Organisations Policy 2021/2022; and
- (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 for Community Organisations Policy. The concessions are offered in accordance with eligibility criteria outlined within the Rates Based Financial Assistance for Community Organisations Policy and are offered on the basis that the ratepayers are entities whose objectives do not include the making of a profit.
- (d) Council revoke the 2020-2021 Rates Based Financial Assistance Policy – COVID 19.

BUSINESS PAPERS

Background:

A local government may grant a ratepayer a concession for rates or charges for land only under this part.

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 pensioner;
 - An entity whose objective do not include making a profit; or
 - An entity that provides assistance or encouragement for arts or cultural development.
- Where payment of rates and charges will cause a hardship to the ratepayer.

Concessions may only be for the following types: -

- A rebate of all or part of the rates or charges;
- An agreement to defer payment of the rates or charges;
- An agreement to accept a transfer of unencumbered land in full or part payment of the rates or charges.

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
- Directors/ Managers

Legal Implications:

- *Local Government Regulation 2012*

Financial and Resource Implications:

- As provided in the report.

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*.



Pensioner Rates Concession Policy

Policy Details

Policy Category	Council Policy
Date Adopted	30/6/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	1/7/2021
Policy Version Number	
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance
Review Date	30/6/2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local government Regulation 2012
Policies	<ul style="list-style-type: none"> Revenue Policy Revenue Statement
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Form 311 – Pensioner Concession Application
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2021 - 2025

Version History:

Version	Adopted	Comment	eDRMS #
	30/06/2022	Council Resolution xxxx/xxx	
	15/07/2020	Council Resolution SM0720/011	POL_E_C SF_018



Contents

INTENT	3
REPEAL	3
SCOPE	3
POLICY	3
DEFINITIONS	4



Intent

The purpose of this policy is to provide guidance to pensioners who apply for rate concessions.

Repeal

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

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.

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 of 30% on all rates and charges (excluding excess water consumption charges, special rates and charges, and rural and state fire levy), relating only to the current rating period where:

1. The Pensioner meets the requirements for receiving the State Government pensioner concession; and
2. Can prove they have been a resident of Carpentaria Shire for a total of at least ten years.

Applications must be made by Pensioners seeking a concession under this Policy by using the Pensioner Concession Application Form. Approved Pensioner's cards shall be accepted 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 or 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.

Subject to the applicant providing written consent to Council to seek confirmation, 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.



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.

Definitions

TERM	DEFINITION
Form	Refers to Pensioner Concession Application form
Pensioner	A person who is the holder of a pensioner concession card issued by the department of the Commonwealth responsible for administering the <i>Social Security Act 1991</i> (Cwlth) or the <i>Veterans' Entitlements Act 1986</i> (Cwlth).

Adopted by Council "Date" by Resolution "Number"

Mark Crawley
Chief Executive Officer



Rates Based Financial Assistance for Community Organisations Policy

Policy Details

Policy Category	Council Policy
Date Adopted	30/6/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	1/7/2021
Policy Version Number	
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
Review Date	30/6/2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009, s96 Local government Regulation 2012, Ch 4, Pt 10, s120
Policies	<ul style="list-style-type: none"> Revenue Policy Revenue Statement
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2021 - 2025

Version History:

Version	Adopted	Comment	eDRMS #
	30/6/2021	Council Resolution	
	15/7/2020	Council Resolution SM0720/011	POL_E_C SF_017



Contents

INTENT.....	3
SCOPE.....	3
POLICY.....	3
1. ELIGIBILITY CRITERIA.....	3
1.1. <i>Community groups eligible for rate and charge remission are defined as:</i>	3
1.2. <i>Eligible community groups must:</i>	3
1.3. <i>Community Groups with a Council Lease</i>	3
1.4. <i>Exemptions</i>	3
2. APPLICATIONS.....	4
3. REMISSIONS.....	4
DEFINITIONS.....	5



Intent

The purpose of this policy is to establish arrangements for non-profit community organisations to receive financial assistance from Council in the form of rating remissions.

Scope

This policy will allow Council to consider applications for remissions of general rates, water access and sewerage charges for Not for Profit recreational, sporting and community organisations.

Policy

Council is of the view that it is important to support the activities of non-profit community organisations who contribute to the social and economic wellbeing of the community.

1. ELIGIBILITY CRITERIA

1.1. Community groups eligible for rate and charge remission are defined as:

- (i) not for profit, incorporated groups or associations with the primary aim of conducting activities and providing services for community benefit; and
- (ii) rely predominantly on volunteer labour, community fundraising, membership fees and donations; and
- (iii) do not receive state or federal government operational grants and do not rely on a fee for service business model.

1.2. Eligible community groups must:

- (i) operate within the boundaries of Carpentaria Shire, and most members reside in the Carpentaria Shire; and
- (ii) be the owner or lessee of the land and be able to demonstrate that they are responsible for payment of the rates levied; and
- (iii) not use the property for residential purposes; and
- (iv) not operate gaming machines; and
- (v) not have outstanding rates on the property; and
- (vi) not hold a Full Club Licence issued by the Liquor Licensing Division (but may hold a General Purpose Permit or a Restricted Club Permit); and
- (vii) the property must not be exempted from general rates subject to a specific exemption relating to section 93(3) of the *Local Government Act 2009* and/or section 73 of the *Local Government Regulation 2012*; and
- (iv) demonstrate how the community as a whole benefits from their organisation.

1.3. Community Groups with a Council Lease

Council may allocate remission entitlements to eligible Community Groups with a Council Lease. It is the responsibility of the Community Group to contact Council should the Group believe it has not been granted these entitlements.

1.4. Exemptions



Where the discretion to exempt a property from general rates vests in Council, either under the Local Government Act 2009 or within the conditions attached to a Council lease, the ratepayer may opt to forego this exemption and take advantage of the conditions of this policy.

2. APPLICATIONS

- 2.1. Where the community group only has part ownership of the property or operates the property for part of the financial year the concession shall be reduced proportionately.
- 2.2. Applications will apply from the start of the half-year period that the application is received not to be backdated to previous periods.
- 2.3. All applications must be in writing and must be supported by a copy of the organisation's most recent financial statement (no greater than 12 months old), minutes of the AGM, and certificate of incorporation.
- 2.4. An applicant is required to lodge a new request for assistance at least once every five years.

Council reserves the right to check the use of the land to see that it remains as it was at the time the exemption was first determined. However, there is a responsibility upon the not-for-profit, community group to contact the Council when there is a change that could affect the status of the remission so as to avoid the necessity for the Group to reimburse the remission so obtained, including changes in the level of commerciality of the Group.

3. REMISSIONS

The *Local Government Regulation 2012* - Chapter 4, Part 10 Concessions, gives local governments the power to grant concessions for rates and charges. A concession may only be of the following types:

- (a) a rebate of all or part of the rates or charges
- (b) an agreement to defer payment of the rates or charges
- (c) an agreement to accept a transfer of unencumbered land in full or part payment of the rates or charges

3.1. Remission available to eligible community organisations:

- (i) 50% net general rates;
- (ii) 50% water access charges (excluding water consumption)
- (iii) 50% sewer charges
- (iv) 50% cleansing charges

An example of the remission calculation is set out below.

3.2. Remissions will be applied to the rates issued net of any early payment discount allowed or available of the gross rates that attract discount.

3.3. The State Emergency Management Levy is collected by Council on behalf of the State Government so no remission or rebate from Council is available to community groups.



Example of Remission Calculation:

Charitable Organisation

Assessment – XXXX-XXXX-XXX

Concession	50%		0%		Total Concession
	Original		No Concession		
	First Levy	Half	First Levy	Half	
01 July XXXX – 31 December XXXX					
General Rates		\$815.39		\$0.00	-\$407.70
Water Access only		\$502.50		\$0.00	-\$251.25
Sewerage		\$1,142.00		\$0.00	-\$571.00
Cleansing (Garbage)		\$185.00		\$0.00	-\$92.50
State Gov Emergency		\$126.20		\$126.20	\$0.00
Gross Total		\$2,771.09		\$126.20	-\$1,322.45
Less Discount Applicable		\$264.49		\$0.00	-\$132.25
Council Concession		\$2,506.60		\$126.20	-\$1,190.20

Definitions

TERM	DEFINITION
<i>The Act</i>	Shall mean the <i>Local Government Act 2009</i>
<i>The Regulation</i>	Shall mean the <i>Local Government Regulation 2012</i>
<i>Council</i>	Shall mean the Mayor and Councillors of Carpentaria Shire Council

Adopted by Council "Date" by Resolution "Number"

Mark Crawley
 Chief Executive Officer

BUSINESS PAPERS

3.12 2021/2022 CONCEALED WATER LEAK POLICY

Attachments:	3.12.1. Concealed Water Leak Policy ↓
Author:	Julianne Meier - Director Corporate Services
Date:	29 June 2021

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 Concealed Water Leak Policy is presented to Council for Adoption.

RECOMMENDATION:

That pursuant to section 104 of the Local Government Act 2009 and 122 of the Local Government Regulation 2012, Council resolves to adopt the 2021/2022 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
- Other Council Staff - Various Directors, Managers & Officers

Legal Implications:

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

Financial and Resource Implications:

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

BUSINESS PAPERS

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.



Concealed Water Leak Policy

Policy Details

Policy Category	Council Policy
Date Adopted	30/6/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	1/7/2021
Policy Version Number	
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
Review Date	30/6/2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local government Regulation 2012
Policies	<ul style="list-style-type: none"> Revenue Policy Revenue Statement Faulty Water Meters Policy
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Form 316 – Concealed Water Leak Application
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2021 – 2025

Version History:

Version	Adopted	Comment	eDRMS #
	30/6/2021	Council Resolution	
	15/7/2020	Council Resolution SM0720/015	POL_E_C SF_016



Contents

INTENT	3
REPEAL	3
SCOPE	3
POLICY	3
CONDITIONS FOR RECEIVING FINANCIAL ASSISTANCE	3
SPECIFIC EXCLUSIONS	4
EXTENT OF ASSISTANCE	4
DEFINITIONS	4



Intent

Council will provide assistance to qualifying customers who have larger than normal water charges due to the existence of a concealed leak.

Repeal

This policy repeals all previous policies relating to concealed water leaks.

Scope

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

Policy

Ratepayers receiving metered water supplies from Carpentaria Shire 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 effort must be taken by the owner to ensure that the property's water infrastructure is maintained in good working order.

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

Where Council becomes aware of a potential water leak at a property, Council will make best efforts to notify the property owner. Such notification is provided as an added service and such notification or the lack thereof does not alter the concessions under this policy.

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

Conditions for receiving financial assistance

Approval of financial assistance is at the discretion of Carpentaria Shire Council and will only be granted as follows:

- All applications are to be submitted on the Concealed Water Leak Application Form;
- The concealed water service leak must have been repaired by a licensed plumber in a timely and effective manner to minimise the water loss. Repairs must be completed within 14 days of a water account being issued or the customer becoming aware of a possible water leak via Council notification;
- The ratepayer must also provide a copy of the licensed plumbers invoice detailing the work undertaken and confirming the repair of the leak;
- The application must include a Leak Test Certificate issued following the completion of the repair work to demonstrate an effective repair;
- Financial assistance sought under the provisions of this policy will only be considered in relation to water bills issued during the current financial year;



- Applications will only be considered if received within 60 days from the date of issue of the water account;
- Only two applications may be granted per property within a five year period (i.e. five years from the date of approval of the first applications for financial assistance).

Specific Exclusions

Assistance will not be considered for the following:

- Leaks and/or bursts on internal pipework (under floor or within walls) 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;
- Leaks not repaired by a licensed plumber;
- Plumbing that is not compliant with government regulations;
- Vacant land.

Extent of Assistance

If the application for the financial assistance is approved the ratepayer will pay for the full water charge of their annual water allocation plus \$200 and 25% of the remaining excess water charge.

For example:

A ratepayer has an excess water charge of \$1,000. The ratepayer pays the first \$200 of the excess water charge plus 25% of the remaining \$800. The ratepayer would pay \$400 of the excess water charge and Council would waive the remaining \$600.

Definitions

TERM	DEFINITION
Concealed Leaks	Water escaping from pipework on the ratepayer's side of the water meter in a location that is not readily visible or apparent.
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 use detected. Where no prior billing history is available the average Carpentaria Shire residential consumption will be used.
Excess Water	The water used over and above the annual water entitlement.

Adopted by Council "Date" by Resolution "Number"

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

3.13 2021/2022 FAULTY WATER METER POLICY

Attachments:	3.13.1. Faulty Water Meter Policy ↓
Author:	Julianne Meier - Director Corporate Services
Date:	29 June 2021

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 Faulty Water Meter Policy is presented to Council for Adoption.

RECOMMENDATION:

That pursuant to section 104 of the Local Government Act 2009 and 122, of the Local Government Regulation 2012, Council resolves to adopt 2021/2022 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.

This Policy has been reviewed by the Manager for Water and Wastewater and no significant changes have been made.

Consultation (Internal/External):

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

Legal Implications:

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Revenue Policy

Financial and Resource Implications:

- Within budget.
-

BUSINESS PAPERS

Risk Management Implications:

- Risks are within normal operational parameters.



Faulty Water Meter Policy

Policy Details

Policy Category	Council Policy
Date Adopted	30/6/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	1/7/2021
Policy Version Number	5
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
Review Date	30/6/2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local government Regulation 2012 Water Supply (Safety and Reliability) Act 2008 Water Act 2000
Policies	<ul style="list-style-type: none"> Revenue Statement Concealed Water Leak Policy
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none">
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2021 - 2025

Version History:

Version	Adopted	Comment	eDRMS #
5	30/6/2021	Council Resolution	
4	15/7/2020	Council Resolution SM0720/016	POL_E_C SF_002



Contents

INTENT	3
SCOPE	3
REPEAL	3
POLICY	3
OPERATIONS	3
TESTING OF WATER METERS	3
WATER METER NOT REGISTERING ACCURATELY >+5%	3
WATER METER NOT REGISTERING ACCURATELY <-5%	4
CHARGES WHEN WATER METER IS NOT REGISTERING ACCURATELY	4
WATER METER IS REGISTERING CORRECTLY <+-5%	4
REPLACEMENT OF WATER METERS	4



Intent

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.

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.

Repeal

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

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 water consumed at the property and all 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 as set out below.

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.

Operations

Testing of Water Meters

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

Water Meter not registering accurately >+5%

- Where a request is made in respect of testing of water meters, Council must determine whether the water meter is registering accurately.
- Where Council determines that the water meter is registering >+5% then the water meter is not registering accurately, and Council shall:



- refund the prescribed fee;
- refund/ write off excess water consumption charges;
- Carry out any necessary actions to ensure the water meter is registering accurately before reinstalling the meter; or
- Install a replacement water meter which is registering accurately.

Water Meter not registering accurately <-5%

- Where a request is made in respect of testing of water meters, Council must determine whether the water meter is registering accurately.
- Where Council determines that the water meter is registering <-5% then the water meter is not registering accurately, and Council shall:
 - Carry out any necessary actions to ensure the water meter is registering accurately in accordance with the prescribed standard before reinstalling the meter; or
 - Install a replacement water meter which is registering accurately.
- The prescribed fee shall not be refunded; and
- The property owner shall be fully responsible for water consumption charges.

Charges when Water Meter is not registering accurately

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

Water Meter is registering correctly <+-5%

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

Replacement of Water Meters

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.



Adopted by Council "Date" by Resolution "Number"

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

3.14 2021/2022 FINANCIAL HARDSHIP POLICY

Attachments: 3.14.1. Financial Hardship Policy [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 29 June 2021

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 Financial Hardship Policy to Council for adoption. The Financial Hardship Policy is a new Policy.

OFFICERS RECOMMENDATION:

That pursuant to sections 120(1)(c) of the *Local Government Regulation 2012*, Council resolve to adopt the 2021/2022 Financial Hardship Policy.

Background:

A local government may grant a ratepayer a concession for rates or charges as per sections 120(1)(c) of the *Local Government Regulation 2012*, where the local government is satisfied that the payment of rates or charges will cause hardship to the landowner.

Financial hardship exists when ratepayers are unable to meet basic requirements, including food, clothing, medicine, accommodation, and children's education. This hardship may occur because of illness, long-term unemployment, or death of a partner.

Where a ratepayer can show that the payment of the full amount of rates and charges owed in the time required would entail "serious hardship" because of a loss the ratepayer has suffered, Council seeks to provide a framework for assistance deemed appropriate to the circumstances experienced. This policy detailed the available assistance provided by council to eligible applicant.

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.

Council may grant the concession only by a resolution granting the concession to a stated ratepayer or class of ratepayer.

The Financial Hardship Policy will provide guidance to staff to ensure consistency in the treatment of ratepayers with outstanding accounts with Council. The policy applies to all ratepayers with overdue rates and charges levied by Council who are experiencing genuine financial hardship.

Consultation (Internal/External):

- Councillors
 - Chief Executive Officer
-

BUSINESS PAPERS

- Directors/ Managers

Legal Implications:

- *Local Government Regulation 2012*

Financial and Resource Implications:

- As provided in the report.

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*.



Financial Hardship Policy

Policy Details

Policy Category	Council Policy
Date Adopted	30 June 2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	1 July 2021
Policy Version Number	New Policy
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
Review Date	30 June 2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local government Regulation 2012
Policies	<ul style="list-style-type: none"> Revenue Statement Revenue Policy Debt Recovery Policy
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Application to Pay by Arrangement Form
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2021 - 2025

Version History:

Version	Adopted	Comment	eDRMS #
1	30/6/21	Council Resolution	



Contents

INTENT.....	3
SCOPE.....	3
POLICY STATEMENT	3
BACKGROUND	3
PAYMENT ARRANGEMENTS	3
<i>Short Term Payment Arrangements</i>	3
<i>Long Term Payment Arrangements</i>	4
<i>Pensioners and Self-funded Retirees</i>	4
<i>Natural Disaster or Drought Relief</i>	5
LODGING A REQUEST FOR RELIEF	5
<i>Process for Application</i>	5
<i>Assessment of Request for Relief</i>	5
FINANCIAL COUNSELLING SERVICES	5
RESPONSIBILITIES.....	6
DEFINITIONS	6



Intent

To detail the manner in which Council will provide relief to ratepayers who are unable to pay their rates and charges due to genuine financial difficulties or hardship.

Scope

The policy applies to all ratepayers with overdue rates and charges levied by Council who are experiencing genuine financial hardship.

Policy Statement

Background

Under section 120(1)(c) of the Regulation, Council may grant a concession if it is satisfied that "the payment of rates or charges will cause hardship to the landowner". Council has determined it will grant such a concession for rates relief as set out in this policy.

Where a ratepayer can show that the payment of the full amount of rates and charges owed in the time required would entail "serious hardship" because of a loss the ratepayer has suffered, Council seeks to provide a framework for assistance deemed appropriate to the circumstances experienced.

Financial hardship exists when ratepayers are unable to meet basic requirements, including food, clothing, medicine, accommodation, and children's education. This hardship may occur because of illness, long-term unemployment, or death of a partner.

Rates relief provided under this policy does not forgo Council's normal debt recovery action, including Council's ability to sell land for arrears of rates.

Payment Arrangements

On application, and pursuant to section 121(b) and 122 of the Regulation, Council may provide alternative short term, or long-term payment arrangements for outstanding rates and charges.

Ratepayers will be advised of an approved, amended or cancelled payment arrangement in writing, and are responsible for ensuring that Council are advised of any changes to their contact details and postal address.

Where a ratepayer defaults on a payment arrangement and fails to contact Council to advise of their circumstances, the arrangement may be cancelled, and debt recovery may commence pursuant to section 134 of the Regulation.

Short Term Payment Arrangements

Short term payment arrangements may be entered into where Council agrees to allow the ratepayer to pay the rates and charges in arrears before the next rates notice is issued. No recovery action will be undertaken whilst this arrangement is in place and payments are up to date.



At the end of the agreed term, any amount that remains outstanding will be carried over to the subsequent rating period as overdue rates and charges are outlined on the rate notice.

Approved short term payment arrangements are for a finite period and ratepayers are required to reapply for separate payment arrangements for each rating period as required.

Interest would continue to accrue on overdue rates and charges at the rate specified in the Revenue Statement for the relevant financial year.

Long Term Payment Arrangements

Financial circumstances may differ between ratepayers, so an alternative long-term payment arrangement is available where ratepayers cannot meet the financial requirements of a short term payment arrangement.

A long term payment arrangement will include all projected rates and charges payable within the agreed period up to two years.

Interest would continue to accrue on overdue rates and charges at the rate specified in the Revenue Statement for the relevant financial year.

Principle Place of Residence

Where the property is the ratepayer's principle place of residence, additional concessions may be provided where:

- no commercial benefit is derived from the property.
- the property owner:
 - has suffered a recent adverse incident leaving them unable to meet these basic needs; or
 - is experiencing serious hardship where the payment of the rates and charges would leave the ratepayer unable to meet reasonable needs for food, clothing, medicine, accommodation, education for children and other basic requirements.

Additional assistance that can be recommended:

- The ratepayer may be eligible for a reduction of interest on rates and charges
- Payment terms outside the scope of the short term and long term payment arrangements

Pensioners and Self-funded Retirees

Pensioners and self-funded retirees may be eligible for additional concessions where they are:

- endeavouring to meet their rate account by regular instalments; or
- part owner of the property they reside in and because of extreme hardship are unable to pay rates and/or do not qualify for full pensioner remission; or
- in serious financial hardship.

Additional assistance that can be recommended:

- The ratepayer may be eligible for a reduction of interest on rates and charges
- Payment terms outside the scope of the short term and long term payment arrangements
- Deferral of payment of the rates and charges for the lifetime of a pensioner and self-funded retiree experiencing hardship under Section 125 of the Regulation with the rates and charges to remain a charge on the land.



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.

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

Additional assistance that can be recommended:

- Payment terms outside the scope of the short term and long term payment arrangements

However, under this arrangement Interest charges would continue to accrue on outstanding rates.

Lodging a Request for Relief

Requests for Rates Relief must be on the prescribed form, available from the Council website, www.carpentaria.qld.gov.au, and will involve a full financial assessment undertaken by Council. For ratepayers who have difficulty accessing the website, the relevant documents can be posted or provided by e-mail. E-mail Council's Rates Officer at rates@carpentaria.qld.gov.au

Process for Application

The process for assessing applications will remain simple and accessible as possible in recognition that at the very least, the ratepayers are experiencing financial difficulties. All applications are assessed confidentially and on merit.

- 1) Eligible ratepayers are requested to complete and lodge application on the prescribed form.
- 2) Register of Application – Application form including attachments as to financial position under a Statutory Declaration and certified copies in Council's Records System.
- 3) Cross check of application data.
- 4) Preparation of a briefing report to Council.
- 5) Council pass a resolution to decide the outcome of the application.
- 6) Advice of the decision provided to the applicant.

Assessment of Request for Relief

Assessment by the Council is to consider applications for rates and charges relief to deter the most appropriate form of assistance to be provided to a Property Owner.

It may take up to 2 months for applications to be assessed, depending on when they are submitted to Council.

Financial Counselling Services

Commonwealth Financial Counselling services are delivered to help people in personal financial difficulty to address their financial problems, managing the debt and make informed choices about their money in the future. The following link may provide more information <https://www.dss.gov.au/our-responsibilities/communities-and-vulnerable-people/programs-services/commonwealth-financial-counselling-cfc>



These services are voluntary, free and confidential, and can be accessed through:

- face-to-face meetings; or
- the National Debt Helpline on **1800 007 007** (calls from public phones/mobile phones may be timed and charged at a higher rate).
- or visit www.ndh.org.au

Responsibilities

RESPONSIBLE OFFICER	RESPONSIBILITY
Council	Consider applications under this policy in accordance with the policy position determined by Council.
Manager Finance and Administration	Review of the policy on an annual basis and making recommendations to Council on the contents of the policy.
Rates	Assessment of application and provision of assistance to rate payers, primary point of contact. Development of Council report for consideration to determine applications and make recommendations to Council.

Definitions

TERM	DEFINITION
Council	shall mean the Mayor and Councillors of Carpentaria Shire Council.
Chronic Illness	shall mean an illness that is permanent or lasts longer than three (3) months.
The Act	Shall mean the <i>Local Government Act 2009</i>
The Regulation	Shall mean the <i>Local Government Regulation 2012</i>
Death of a Partner	shall mean the unexpected expenses (funeral costs) and reduction or loss of family income because of the death of a member of a couple (married, registered relationship or de facto relationship).
DHS	shall mean the Department of Human Services
Financial Hardship	Factors contributing to financial hardship generally include: Family tragedy; financial misfortune; serious illness; medical conditions or disability affecting earning capacity; impacts of natural disaster or pandemic; and other serious or difficult circumstances beyond the ratepayer's control. It means an inability to fulfill a financial obligation, not an unwillingness to do so.
Long Term Unemployment	shall mean a ratepayer who has received income support payment continuously for 26 weeks.



TERM	DEFINITION
Pensioner	shall mean an elderly, invalid, disabled, or disadvantaged citizen, who is: (a) An eligible holder of a Queensland 'Pensioner Concession Card' issued by Centrelink, on behalf of the Department of Human Services, or the Department of Veterans' Affairs, or a Queensland 'Repatriation Health Card – For All Conditions (Gold Card)' issued by the Department of Veterans' Affairs; and (b) The owner (either solely or jointly) or life tenant/s of a property which is his/her principal place of residence; and (c) Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges as defined which are levied in respect of the said property by the Local Authority in whose area the property is situated.
Property Owner	shall mean the 'owner of the land' as defined under the <i>Local Government Act 2009</i> .
Regulation	shall mean the <i>Local Government Regulation 2012</i>
Residential Property	shall mean property that has as its primary use 'use for residential purposes'.

Adopted by Council "Date" by Resolution "Number"

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

3.15 2021/2022 DEBT RECOVERY POLICY

Attachments: 3.15.1. Debt Recovery Policy [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 29 June 2021

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 Debt Recovery Policy to Council for adoption.

OFFICERS RECOMMENDATION:

That Council adopt the 2021/2022 Debt Recovery Policy.

Background:

In Council operations there will always be instances of ratepayers or debtors not paying monies that are legitimately due and owed to the organisation. This can be for a variety of reasons, however, in the essence of prudent financial management, Council has the responsibility to establish a fair and equitable debt recovery function.

This Debt Recovery Policy has been developed to ensure all persons are treated consistently and to establish high-level guidelines that will enable staff to empathically follow up on late payments. In all instances, legal action to recover outstanding debts will be used as a last resort.

The Financial Hardship Policy is a new Policy for 2020/2021 and will provide guidance to staff to ensure consistency in the treatment of ratepayers with outstanding accounts with Council. The policy applies to all ratepayers with overdue rates and charges levied by Council who are experiencing genuine financial hardship.

Consultation (Internal/External):

- Councillors
- Chief Executive Officer
- Relevant Officers

Legal Implications:

- *Local Government Regulation 2012*

Financial and Resource Implications:

- As provided in the report.
-

BUSINESS PAPERS

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*.



Debt Recovery Policy

Policy Details

Policy Category	Council Policy
Date Adopted	30 June 2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	1 July 2021
Policy Version Number	2
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
Review Date	30 June 2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Revenue Statement Revenue Policy Financial Hardship Policy
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Application to Pay by Arrangement Form
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2021-2025

Version History:

Version	Adopted	Comment	eDRMS #
1	21/3/2018	Council Resolution 0318/038	POL_E_C SF_018
2	30/6/2021	Council Resolution	



Contents

INTENT.....	3
SCOPE.....	3
POLICY STATEMENT	3
SAFEGUARDING COUNCIL'S AND COMMUNITY'S INTERESTS.....	3
PRINCIPLES	3
RATES AND CHARGES	3
<i>Initial Recovery Action</i>	3
<i>Payment Arrangements</i>	4
<i>Legal Action</i>	5
<i>Claim and Statement of Claim</i>	5
<i>Judgment</i>	5
<i>Further Collection Action that may be Considered</i>	5
<i>Direct Statutory Demand and Wind Up Action</i>	5
<i>Sale of Land for Arrears of Rates and Charges</i>	6
SUNDRY DEBTORS.....	6
<i>Initial Recovery Action</i>	6
<i>Legal Action</i>	6
<i>Payment Arrangements</i>	7
<i>Bad Debts / Write Offs</i>	7
<i>Sundry Debts</i>	7
<i>Rates and Charges</i>	7
<i>Delegation of Authority</i>	7
RESPONSIBILITIES.....	7
REPEAL	8
DEFINITIONS	8



Intent

To guide the administration process to be used in the collection of overdue rates, charges and debts.

When pursuing the collection of overdue rates or charges Council will have due concern for any financial hardship faced by ratepayers and will allow appropriate time to pay overdue rates where financial difficulty is identified.

Scope

This policy applies to outstanding rates and charges and sundry debtor accounts, due to Council.

Policy Statement

Safeguarding Council's and Community's Interests

The Chief Executive Officer or delegate may direct that recovery action for any debt be conducted in a way that differs from the processes set out in this Policy when that is considered to be in the Council's or the community's interest.

Nothing in this policy binds the Council to precisely follow any process set out in this policy, and a failure to follow any process does not change or relieve a debtor's obligation to pay a debt when due.

Principles

The Policy is guided by the following principles:

- Debt Recovery – Council aims to ensure effective control over debts owed to Council, including overdue rates, charges and interest and to establish debt management procedures for the efficient collection of receivables and the recovery of outstanding debts, including deferment and alternative payment arrangements.
- Transparency – by making clear the obligations of ratepayers and other debtors, and the processes used by Council in assisting them to meet their financial obligations.
- Simplicity – making the processes used to recover overdue rates, charges and other debts clear, simple to administer and cost effective.
- Capacity to pay – in determining appropriate arrangements for ratepayers.
- Equity – by treating all ratepayers in similar circumstances in the same way.

Rates and Charges

Initial Recovery Action

Where rates and/or charges become overdue, Council will take the following recovery action:

- Fourteen (14) days after the due date of the rates and charges, property owners will be issued with an Overdue Notice with fourteen (14) days to respond.
- Should the ratepayer not make full payment or obtain Council approval for an acceptable alternative and the overdue amount is in excess of \$500, the property will be referred to Council's debt collection agency with no further notice to the ratepayer.



Where overdue rates and/or charges have been referred to Council's debt collection agency, an initial letter of demand will be issued, direct contact attempted to be undertaken, and other debt collection activities taken in order to secure payment of the debt. At this stage it will still be possible for ratepayers to enter into a payment arrangement which may be approved on a case-by-case basis at Council's sole discretion.

Once the files are sent to Council's collection agency, all contact and payment arrangements made are to be dealt with by Council's collection agency.

Indicative Collection Timeline	
<u>Pre-Legal Process</u>	
Day 0	Issue of Rate Notice – Debt becomes payable
Day 30	End of discount period – Debt becomes due
Day 31	Debt becomes overdue
Day 45	Issue of Reminder Notice by Council
Day 59	Reminder period closes
Day 66	Account referred to Debt Collection Agency
Day 70	Issue of Demand Letter by Debt Collection Agency
Day 78	Account referred to collection Solicitors
	Debt Collection Agency to phone Debtor (if phone number recorded)
Day 82	Issue of Final Demand Letter by collection solicitors
Day 90	Account referred to Council for claim authorisation
Day 94	Claim authorisation confirmed by delegated Council officer
<u>Legal Proceedings</u>	
Day 95	Lodgement of Magistrates Court Claim
Day 96	Service of claim documents by bailiff
Day 124	End of timeframe for debtor to pay debt or defend claim
Day 125	Debtor becomes liable to have judgment entered against them

Payment Arrangements

In accordance with section 125 of the Regulation, Council may allow landowners who are unable to pay their rates by the due date to enter into a payment arrangement to make periodic payments in arrears.

Depending on the ratepayers circumstances, the general rule for a payment arrangement is the ratepayer must be able to maintain the current rates plus arrears on overdue rates, which will include interest charged on rate outstanding rates.

In other words, to be approved, a payment arrangement must allow for the full balance overdue to be paid within the approved payment arrangement period, either by weekly / fortnightly / monthly remittances. Exceptions or extensions may be approved at the discretion of Rates Officer or other delegated officer.

Where a payment arrangement meets the criteria set by Council and is approved, written acceptance will be provided to the ratepayer(s).

Payment arrangements will be reviewed on a regular basis to confirm compliance. Failure to meet the agreed payments or any amended amount may result in the cancellation of the payment arrangement and referral to the debt collection agency for commencement of recovery action.



A payment arrangement may be reinstated when the arrears are brought up to date within seven (7) days. A payment arrangement may be renegotiated where the ratepayer(s) have demonstrated substantial compliance with the original plan.

Financial Hardship

Ratepayers may apply for rate relief based on hardship supported by relevant documentation as outlined in the Financial Hardship Policy.

Legal Action

Legal action is seen as a last resort to enforce debt collection. However, such action will be taken following previously mentioned initial recovery processes. All recoverable costs, as part of all debt recovery processes, will be passed on to the ratepayer.

Where the probability of successful recovery of an outstanding debt is low, particularly in relation to debts where past legal action has not resulted in repayment of the outstanding debts, Council may elect not to proceed with further legal action and consider alternate collection action and strategies.

Claim and Statement of Claim

If no returned mail is received by Council or its debt collection agents, it will be assumed that the correspondence has been received. Legal action will be commenced if the account remains unpaid or an approved payment schedule is not made with the collection agency.

Ratepayers with an individual or combined balance over \$1,000 will be subject to the issue of a Claim and Statement of Claim in the appropriate court. At this stage, the debtor will incur legal costs that are recoverable with the debt.

Judgment

Prior to seeking judgment of an overdue amount, a letter will be sent to the debtor advising that this is the next step and of the potential impact on their credit history. Where a telephone number is recorded, the Debt Recovery Agency MUST attempt to contact the debtor by telephone.

For debts where substantial payment has been received and / or where the balance remaining outstanding is the legal fees only, an attempt will be made by our debt collection agents to contact the debtor by telephone.

If, within twenty-eight (28) clear days after service of claim, the ratepayer has not paid the debt and costs, the Chief Executive Officer may approve judgment to be obtained for the debt.

Once filed with the court and approved, judgment may affect the debtor's credit history file for a period of five (5) years.

Further Collection Action that may be Considered

Council may initiate other collection action in order to recover outstanding debts such as:

- Oral examination to determine income/assets
- Bankruptcy if the judgment obtained is over \$5,000
- Sale of land in accordance with the Regulation
- Full wind up on companies issued with Statutory Demand
- Any other process as recommended by the debt collection agency to successfully recover the debt

Direct Statutory Demand and Wind Up Action



At the discretion of the Chief Executive Officer or other delegated officer, companies with a combined overdue balance of more than \$10,000 may be subject to the issue of a Statutory Demand, without proceeding to claim and judgment, in the appropriate court.

If, within twenty-one (21) clear days after service of the Statutory Demand, the ratepayer has not paid the debt and costs, the Chief Executive Officer may approve wind up action to be commenced to recover the debt.

Sale of Land for Arrears of Rates and Charges

Where rates on a property remain overdue for the times referred to below, no payment arrangements exist, and other collection action has failed to recover the amount, Council will commence proceedings to sell the property subject to and by virtue of its powers under Division 3 Part 12 Chapter 4, section 140 of the Regulation.

This division applies if some or all of the rates have been overdue for at least:

- generally - 3 years; or
- if the rates or charges were levied on vacant land or land used only for commercial purposes, and the local government has obtained judgment for the overdue rates and charges – 1 year; or
- if the rates or charges were levied on a mining claim – 3 months.

Periodically a review will be undertaken to select properties that have rates and charges remaining unpaid for at least the periods referred to above. A report shall be presented to Council to request a resolution to proceed to the Sale of Land process for the selected properties.

As soon as practicable after the resolution, a Notice of Intention to Sell detailing arrears, land and terms of the resolution must be issued to all parties who have an interest in the land.

Sundry Debtors

Statements are issued the first working day of the start of the month.

A reminder letter will be issued to the debtor 14 days after the issue of the statement at the end of the month. This reminder letter requires payment to be made within fourteen (14) days.

A Letter of Demand may be issued 30 days after the first statement issued. This letter requires payment to be made with seven (7) days.

Where payment is not received, the account may be referred to the nominated debt collection agency to initiate recovery action.

Initial Recovery Action

As soon as practicable, following the expiration of the due date of the Letter of Demand, any Sundry Debtor who:

- has a balance over \$500; or
- has not entered into an approved payment arrangement; or
- does not have their account on hold; or
- has defaulted on their agreed payment arrangement

may be forwarded to Council's debt collection agency. Debt recovery action shall include an initial seven (7) day letter of demand, telephone contact where possible, followed by a final seven (7) day solicitor's demand letter. The letters issued will explain the possible financial impact if Council proceeds to legal action, including an estimate of legal costs.

Legal Action



Legal action is seen as a last resort to enforce collection and will be undertaken if the debtor fails to respond to the contact made by Council or its representatives, following the issue of the previously mentioned correspondence.

The decision as to whether the amount outstanding warrants the use of further legal action for recovery and the appropriate level of legal action to be taken, rests with the Director of Corporate Services.

Payment Arrangements

Council may approve an arrangement with an individual debtor, and all payment arrangements will be confirmed in writing. Failure to meet the agreed payments may result in the cancellation of the payment plan and referral to Councils debt collection agent.

Bad Debts / Write Offs

Where it is determined, to the satisfaction of the Director of Corporate Services that a debt is irrecoverable or uneconomical to recover, the debt may be written off. Any debts will be written off in accordance with the delegated authority.

Sundry Debts

A debt that meets any two of the following criteria:

- All reasonable collection action has been taken and was unsuccessful
- No possibility for collection exists now or in the future
- The debtor cannot be readily located or served Court documentation
- Legal proceedings that are statute barred or the debt is legally unenforceable
- The debtor is an inoperative corporation and without assets; or
- The Debtor is a natural person who is an undischarged bankrupt.

Rates and Charges

Where the property description of the land no longer exists and meets any two of the following criteria:

- All reasonable collection action has been taken and was unsuccessful
- No possibility for collection exists now or in the future
- The debtor cannot be readily located or served Court documentation
- Legal proceedings that are statute barred or the debt is legally unenforceable
- The debtor is an inoperative corporation and without assets; or
- The debtor is a natural person who is an undischarged bankrupt.

Delegation of Authority

The following delegations are only to be used when administration adjustments and/or corrections are to be made for rates and charges, interest, lost discount and legal costs or other accounts receivable per customer as a bad debt.

- Council Resolution required for amounts over \$1000
- Chief Executive Officer amounts of up to \$1000
- Director Corporate Services amounts of up to \$250
- Manager Finance and Administration amounts of up to \$100
- Rates Officer \$10

Responsibilities



Rates Officer to process Small Debt Write Offs for amounts up to and including \$10 monthly and include report in the monthly End of Month Reporting documentation.

Rates Officer to a register of write offs as detailed in 'Delegation of Authority'

Rates Officer to maintain contact and liaise regularly with Debt Collection Agency files have been referred.

Repeal

This policy repeals all previous versions of policies relating to Rates and Charges Debt Recovery and the Sundry Debt Recovery Policy.

Definitions

TERM	DEFINITION
Council	Mayor and Councillors of Carpentaria Shire Council
Debtor	Any person or other legal entity, including a ratepayer, who owes money to Council
Debt Collection Agency	Third party providing debt collection services for Council
The Act	<i>Local Government Act 2009</i>
The Regulation	<i>Local Government Regulation 2012</i>

Adopted by Council "Date" by Resolution "Number"

Mark Crawley

Chief Executive Officer

BUSINESS PAPERS

3.16 2021/2022 STATEMENT OF ESTIMATED FINANCIAL POSITION

Attachments: 3.16.1. Estimated Income and Expenditure 30 June 2021 [↓](#)
 3.16.2. Estimated Statement of Cash Flow 30 June 2021 [↓](#)
 3.16.3. Estimated Financial Position 30 June 2021 [↓](#)
 3.16.4. Estimated Changes in Equity 30 June 2021 [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 29 June 2021

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 Statement of Estimated Financial Position for noting.

RECOMMENDATION:

Pursuant to section 205 of the *Local Government Regulation 2012*, the statement of the financial operations and financial position of the Council in respect of the 2020/2021 financial year be received and its contents noted.

Background:

In accordance with the *Local Government Regulation 2012*, the Statement of estimated financial position must be presented to Council:

1. The chief executive officer must present the local government's annual budget meeting with a statement of estimated financial position.
2. A statement of estimated financial position is a document stating the financial operations, and financial position, of the local government for the previous financial year.

During the financial year, Council receives monthly financial statements which presents the progress of Council operations to its annual budget. This statement of estimated financial position report provides a forecast on actuals against budget and the anticipated financial results for the current financial year.

Council has undertaken a review on the current operating income and expenditures and the table below presents the estimated net operating result from original budget to the forecasted position at the end of the financial year.

	Original Budget	Forecast Budget
Total Operating Revenues	79,972,000	77,278,016
Total Operating Expenditures	96,688,000	86,057,013
Net Operating Deficit	(16,716,000)	(8,778,997)

BUSINESS PAPERS

This estimate does not include adjustments for Landfill provisions and Revenue provisions.

As per analysis of Council's financial position early June 2021, it is now forecasted that council net operating surplus had significantly improved from an original budget deficit of \$16m to \$8m. Below are some of the key factors identified which contributes to the result:

1. Significant increase in recoverable works as a result of TMR contracts not known during the budget preparation. Council forecasted \$9,930,000 revenue on Main Roads project however throughout the financial year, Council was able to secure additional contracts with Main Roads. As at 29 June 2021, council was able to claim a total of \$21,328,620 revenue.
2. Increase in utilisation of Fleet and Plant. The significant increase in recoverable works has a flow and effect on the utilisation of Council owned fleet and plant. Council initially had budgeted \$6,453,000 in plant recovery however it is estimated to recover \$8,300,000 at the end of the financial year.
3. Periodic review of budgets vs actuals and improvements in budgeting practices has increased awareness and introduced an awareness for financial accountability.

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

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

Statement of Income and Expenditure For the year ending 30 June 2021

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

	Budget 2020-2021 \$	Forecast 2020-2021 \$
Operating Revenue		
Rates and Utility Charges	7,867,000	7,646,392
Fees and Charges	576,000	936,244
Rental Income	561,000	463,136
Interest	200,000	187,395
Income from Operations / Sales	10,061,000	21,591,637
Other Income	7,000	153,774
Operating Grants and Subsidies	60,700,000	46,299,439
Total Operating Revenues	79,972,000	77,278,016
Operating Expenditure		
Employee benefits	(11,720,000)	(10,512,434)
Material and services	(70,340,000)	(61,045,680)
Finance costs	(399,000)	(394,032)
Depreciation	(14,229,000)	(14,104,868)
Total Operating Expenditure	(96,688,000)	(86,057,013)
NET OPERATING RESULT	(16,716,000)	(8,778,997)
Capital Items		
Sale of Non-Current Assets	30,000	14,727
Capital Grants, and Subsidies	11,768,000	3,594,009
INCREASE IN OPERATING CAPABILITY	(4,918,000)	(5,170,261)

Carpentaria Shire Council

Statement of Cash Flow

For the year ended 30 June 2021

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

	Budget 2020-2021 \$	Forecast 2020-2021 \$
Cash flows from operating activities:		
Receipts from customers	26,666,954	29,812,969
Payments to suppliers and employees	(82,160,000)	(58,137,934)
	(55,493,046)	(28,324,965)
Interest received	200,000	187,395
Rental income	531,000	463,136
Non capital grants and contributions	53,091,790	46,299,439
Borrowing costs	(399,000)	(394,032)
Net cash inflow (outflow) from operating activities	(2,069,256)	18,230,973
Cash flows from investing activities:		
Payments for property, plant and equipment	(17,540,868)	(6,398,572)
Proceeds from sale of property, plant and equipment	276,000	0
Grants, subsidies, contributions and donations	11,768,000	3,594,009
Net cash inflow (outflow) from investing activities	(5,496,868)	(2,804,563)
Cash flows from financing activities		
Proceeds from borrowings	-	0
Repayment of borrowings	(463,212)	(314,737)
Net cash inflow (outflow) from financing activities	(463,212)	(314,737)
Net increase (decrease) in cash held	(8,029,336)	15,111,673
Cash at beginning of reporting period	19,895,041	19,942,170
Cash at end of reporting period	11,865,705	35,053,843

Carpentaria Shire Council

Statement of Financial Position

For the year ended 30 June 2021

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

	Budget 2020-2021 \$	Forecast 2020-2021 \$
Current Assets		
Cash and Equivalents	11,865,705	35,053,843
Trade and Other Receivables	943,228	881,529
Inventories	535,632	424,693
Other Financial Assets	478,207	433,982
Investment	1,000,000	0
Contract Assets	0	14,435,566
Total Current Assets	14,822,772	51,229,613
Non-Current Assets		
Trade and Other Receivables	159,534	125,510
Property, Plant and Equipment	346,984,156	346,512,010
Capital Works in Progress	18,016,000	9,783,871
Total Non-Current Assets	365,159,690	356,421,391
TOTAL ASSETS	379,982,462	407,651,004
Current Liabilities		
Trade and Other Payables	3,981,672	7,530,468
ATO Payable	-360,000	198,786
Interest Bearing Liabilities	539,998	487,349
Other Accounts Payable	100,000	100,000
Provisions	919,872	1,285,765
Contract Liabilities	0	20,415,906
Total Current Liabilities	5,181,542	30,018,275
Non-Current Liabilities		
Interest Bearing Liabilities	7,057,920	6,951,959
Provisions	2,060,847	1,937,954
Other Accounts Payable	200,000	200,000
Total Non-Current Liabilities	9,318,767	9,089,912
TOTAL LIABILITIES	14,500,309	39,108,188
NET COMMUNITY ASSETS	365,482,153	368,542,816
Community Equity		
Asset Revaluation Reserve	268,161,543	269,621,280
Retained Surplus	97,320,610	98,921,536
TOTAL COMMUNITY EQUITY	365,482,153	368,542,816

Carpentaria Shire Council
Statement of Changes in Equity
For the year ended 30 June 2021

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			
Budget Balance at 30 Jun 2021	268,161,543	97,320,610	365,482,153
Balance at 30 Jun 2020	269,621,281	104,091,797	373,713,078
Increase / (decrease) in asset revaluation surplus			
Net result for the period		(5,170,261)	(5,170,261)
Transfers to reserves			
Transfers from reserves			
Forecast Balance at 30 Jun 2021	269,621,281	98,921,536	368,542,816

BUSINESS PAPERS

3.17 2021/2022 ADOPTION OF BUDGET

Attachments:	3.17.1. Statements of Financial Position ↓
	3.17.2. Statements of Cash Flow ↓
	3.17.3. Statements of Income and Expenditure ↓
	3.17.4. Statements of Changes in Equity ↓
	3.17.5. Long-term financial forecast - Financial Position ↓
	3.17.6. Long-term financial forecast - Cash flows ↓
	3.17.7. Long-term financial forecast - Income and Expenditure ↓
	3.17.8. Long-term financial forecast - Changes in Equity ↓
	3.17.9. Revenue Statement 2021/2022 ↓
	3.17.10. Revenue Policy ↓
	3.17.11. Long-term financial forecast - Sustainability Ratios ↓
	3.17.12. Percentage of Change in Rates Levied ↓

Author: Julianne Meier - Director Corporate Services

Date: 29 June 2021

Key Outcome: 7.3 - Strategic management of Council

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

Executive Summary:

Council's Annual Budget for 2021/2022 is presented for adoption by Council. The Annual Budget has been developed in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

RECOMMENDATION:

That:

- a) Pursuant to sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2021/2022 financial year, 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 statement;
 - vii. The revenue policy (adopted by Council resolution on 21st April 2021);
 - viii. The relevant measures of financial sustainability; and
 - ix. 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;as tabled be adopted.

BUSINESS PAPERS

Background:

Section 169 of the *Local Government Regulation 2012* stipulates that the budget must be consistent with the following Council documents:

- 5 year Corporate Plan; and
- Annual Operational Plan

Section 170 of the *Local Government Regulation 2012* requires Council to adopt, by resolution, a budget for each financial year.

Pursuant to section 169 of the *Local Government Regulation 2012* the Budget for 2021/2022 includes:

- Financial statements for the financial year for which the budget is prepared and next two financial years; and
- A long term financial forecast, revenue statement and revenue policy; and
- Measures of financial sustainability for the financial year for which the budget is prepared and the next nine financial years; and
- 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.

Council has prepared the Annual Operational Plan and Budget in accordance with the accounting and reporting procedures required under the Australian Accounting Standards Board (AASB) and in compliance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

In accordance with section 174 of the *Local Government Regulation 2012*, Council had prepared an operational plan for each financial year. And in accordance with 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 presented complies with the disclosure requirements for the adoption of Council's budget.

Financial Statements

In developing the budget for 2021/2022 Council has been working towards achieving a more sustainable result.

The assumptions for the long term forecast are:

1. Rates and Charges – increase rates and charges by 2% annually from 2023 to 2031
2. Income and Expenditures – most income and expenditures were increase by 3%
3. Depreciation Expense – A comprehensive revaluation of road assets was undertaken at 30 June 2021 and we expect assumptions will be revised.
4. Service Level Review – Council is currently reviewing service levels and some changes have been reflected in this budget, such as user pays fees and charges.
5. Rates Review – Council has conducted a review of rates and service charges. A 2% increase has been applied to each year.
6. Grants – Council will continue to apply for grants to assist with provision of services and asset replacement, however considerable though is applied to grants requiring a contribution from Council.

BUSINESS PAPERS

7. Sales and Recoverable Works – The budget anticipates there will be ongoing TMR contracts to deliver road construction programs. In some years these may be more than in others, however there is no way of forward estimating as Council often receives these works during the year. This type of work is profit generating for Council.
8. Paper-light Initiative – When COVID19 social distancing restrictions took effect on the last quarter of 2019/2020, council had slowly moved to paper-light operation to assist with the staff working from home. This initiative continued with other areas such as payroll after the restrictions were lifted. This resulted to a reduced printing and stationery costs for council.
9. Solar Projects – the grant funded project is expected to reduced council electricity expenditure by \$100,000 annually.
10. Materials and Services - 2% for expenditure.
11. Budgeting - A significant improvement has been made to the budget development, from last year and monitoring, and monthly financial reporting processes. The Executive Leadership Team (ELT) is also undertaking a fortnightly capital project catch-up to monitor and manage capital and major operational expenditures, and a monthly Budgets Vs Actuals Report to council. Some of these will have clear, immediate impact on financial performance while others are more undefined but are estimated to have a beneficial effect. This is providing management and councillors with the tools they need to have effective and sustainable decision making. This is combined with Corporate and Operation Plan amendments to focus on only what the community can afford.

Revenue Statement

The revenue statement includes 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; and
- 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.

The overall rating changes for the average residential property are shown in the table below:

Normanton	2020/21	2021/22	\$ Δ	% Δ
General Rates	\$602	\$608	\$8	1.0%
Water	\$1,056	\$1,098	\$42	4.0%
Sewerage	\$825	\$874	\$49	5.9%
Garbage	\$392.60	\$410	\$17.40	4.4%
Total	\$2,876	\$2,990	\$116	4.0%

Karumba	2020/21	2021/22	\$ Δ	% Δ
General Rates	\$776	\$784	\$8	1.0%
Water	\$1,056	\$1,098	\$42	4.0%
Sewerage	\$1,176	\$1,161	-\$16	-1.3%
Garbage	\$392.60	\$410	\$17.40	4.4%
Total	\$3,401	\$3,453	\$51	1.5%

BUSINESS PAPERS

During the development of the budget, Council has been mindful of the current economic climate and challenges faced by commercial business and the flow on effect this has for the community. The table above shows for an average Normanton residential property there would be an overall annual rate and charges increase of \$116, and for a Karumba property the overall annual rate and charges increase would be \$51.

Residential ratepayers will receive a general rate rise of 1%.

In 2020/2021, the Sewerage Utility Charges in Karumba were based on a unit Equivalent Tenement basis. In the 2021/2022 financial year the Sewerage Utility Charges for Karumba shall be changed from the unit Equivalent Tenement basis to a per unit basis to harmonise the charging methodology for both Karumba and Normanton townships. This change will be implemented over five years, with the goal to have the same unit charge for both Normanton and Karumba.

The costs of operating Council's water supply network are increasing at a rate of approximately 4% per year, therefore an increase in water utility charges has been proposed. Whilst this is not ideal, Council has introduced solar panels and shall continue working towards other efficiencies which may reduce operational costs in future.

Consultation (Internal/External):

- The Executive Leadership Team have consulted with relevant managers and staff in the preparation of the budget. Workshops have been held with Councillors and Executive Leadership Team throughout the budget process.

Legal Implications:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Financial and Resource Implications:

- The information presented incorporates both the proposed budget for 2021/2022 and the Ten Year Financial Forecast. The budget details how Council will fund the provision of services, programs and projects

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

Statement of Financial Position

For the year ended 30 June

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

	Proposed 2021-2022	Forecast 2022-2023	Forecast 2023-2024
	\$	\$	\$
Current Assets			
Cash and Equivalents	36,376,615	34,704,437	34,469,539
Trade and Other Receivables	881,529	881,529	881,529
Inventories	424,693	409,427	409,427
Other Financial Assets	433,982	433,982	433,982
Investment	0	0	0
Contract Assets	14,435,566	10,000,000	10,000,000
Total Current Assets	52,552,385	46,429,375	46,194,477
Non-Current Assets			
Trade and Other Receivables	90,571	58,306	25,522
Property, Plant and Equipment	344,165,589	350,076,686	348,804,682
Capital Works in Progress	16,157,389	8,974,288	9,054,311
Total Non-Current Assets	360,413,549	359,109,280	357,884,515
TOTAL ASSETS	412,965,934	405,538,655	404,078,992
Current Liabilities			
Trade and Other Payables	7,530,468	7,530,468	7,530,468
ATO Payable	198,786	100,000	100,000
Interest Bearing Liabilities	512,809	539,668	568,007
Other Accounts Payable	100,000	100,000	100,000
Provisions	1,285,765	919,872	919,872
Contract Liabilities	20,415,906	15,000,000	15,000,000
Total Current Liabilities	30,043,734	24,190,008	24,218,347
Non-Current Liabilities			
Interest Bearing Liabilities	6,439,150	5,899,482	5,331,475
Provisions	1,937,954	1,937,954	1,937,954
Other Accounts Payable	100,000	100,000	0
Total Non-Current Liabilities	8,477,104	7,937,436	7,269,429
TOTAL LIABILITIES	38,520,838	32,127,444	31,487,776
NET COMMUNITY ASSETS	374,445,096	373,411,211	372,591,216
Community Equity			
Asset Revaluation Reserve	269,621,280	269,621,280	269,621,280
Retained Surplus	104,823,814	103,789,929	102,969,934
TOTAL COMMUNITY EQUITY	374,445,096	373,411,211	372,591,216

Carpentaria Shire Council

Statement of Cash Flows

For the year ended 30 June

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

	Budget 2021-2022 \$	Forecast 2022-2023 \$	Forecast 2023-2024 \$
Cash flows from operating activities:			
Receipts from customers	19,185,439	24,001,340	19,956,964
Payments to suppliers and employees	(61,444,195)	(67,811,959)	(63,283,377)
	(42,258,756)	(43,810,618)	(43,326,413)
Interest received	200,000	204,000	208,080
Rental income	581,000	592,620	604,472
Non capital grants and contributions	46,487,331	46,872,438	47,809,887
Borrowing costs	(369,824)	(344,664)	(318,111)
Net cash inflow (outflow) from operating activities	4,639,751	3,513,776	4,977,916
Cash flows from investing activities:			
Payments for property, plant and equipment	(16,157,389)	(8,974,288)	(9,054,311)
Proceeds from sale of property, plant and equipment	2,184,000	300,000	300,000
Grants, subsidies, contributions and donations	11,143,759	4,001,142	4,081,165
Net cash inflow (outflow) from investing activities	(2,829,630)	(4,673,146)	(4,673,146)
Cash flows from financing activities			
Proceeds from borrowings	0	0	0
Repayment of borrowings	(487,349)	(512,809)	(539,668)
Net cash inflow (outflow) from financing activities	(487,349)	(512,809)	(539,668)
Net increase (decrease) in cash held	1,322,772	(1,672,178)	(234,898)
Cash at beginning of reporting period	35,053,843	36,376,615	34,704,437
Cash at end of reporting period	36,376,615	34,704,437	34,469,539

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 2021-2022 \$	Forecast 2022-2023 \$	Forecast 2023-2024 \$
Operating Revenue			
Rates and Utility Charges	8,183,000	8,346,660	8,513,593
Fees and Charges	539,000	549,780	560,776
Rental Income	581,000	592,620	604,472
Interest	200,000	204,000	208,080
Income from Operations / Sales	10,408,500	10,616,670	10,829,003
Other Income	20,000	20,400	20,808
Operating Grants and Subsidies	46,487,331	46,872,438	47,809,887
Total Operating Revenues	66,418,831	67,202,568	68,546,620
Operating Expenditure			
Employee benefits	(10,852,910)	(11,069,969)	(11,291,368)
Material and services	(50,491,285)	(50,876,671)	(51,892,009)
Finance costs	(369,824)	(344,664)	(318,111)
Depreciation	(9,946,292)	(9,946,292)	(9,946,292)
Total Operating Expenditure	(71,660,312)	(72,237,596)	(73,447,780)
NET OPERATING RESULT	(5,241,481)	(5,035,027)	(4,901,160)
Capital Items			
Sale of Non-Current Assets	0	0	0
Capital Grants, and Subsidies	11,143,759	4,001,142	4,081,165
INCREASE IN OPERATING CAPABILITY	5,902,278	(1,033,885)	(819,995)

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	269,621,281	104,091,797	373,713,078
Increase / (decrease) in asset revaluation surplus			
Net result for the period		(5,170,261)	(5,170,261)
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2021	269,621,281	98,921,536	368,542,817
Increase / (decrease) in asset revaluation surplus			
Net result for the period		5,902,278	5,902,278
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2022	269,621,281	104,823,815	374,445,096
Increase / (decrease) in asset revaluation surplus			
Net result for the period		(1,033,885)	(1,033,885)
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2023	269,621,281	103,789,930	373,411,211
Increase / (decrease) in asset revaluation surplus			
Net result for the period		(819,995)	(819,995)
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2024	269,621,281	102,969,934	372,591,215

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

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

	Proposed 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	Forecast 2030-2031
Current Assets										
Cash and Equivalents	36,376,615	34,704,437	34,469,539	34,436,483	34,489,148	34,655,239	34,936,983	35,336,653	35,856,566	36,797,520
Trade and Other Receivables	881,529	881,529	881,529	881,529	881,529	881,529	881,529	881,529	881,529	881,529
Inventories	424,693	409,427	409,427	409,427	409,427	409,427	409,427	409,427	409,427	409,427
Other Financial Assets	433,982	433,982	433,982	433,982	433,982	433,982	433,982	433,982	433,982	433,982
Investment	0	0	0	0	0	0	0	0	0	0
Contract Assets	14,435,566	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Total Current Assets	52,552,385	46,429,375	46,194,477	46,161,421	46,214,086	46,380,177	46,661,921	47,061,591	47,581,504	48,522,458
Non-Current Assets										
Trade and Other Receivables	90,571	58,306	25,522	0	0	0	0	0	0	0
Property, Plant and Equipment	344,165,589	350,076,686	348,804,682	347,612,701	346,502,343	345,475,241	344,533,060	343,677,498	342,910,287	342,233,196
Capital Works in Progress	16,157,389	8,974,288	9,054,311	9,135,934	9,219,190	9,304,111	9,390,730	9,479,082	9,569,201	9,661,122
Total Non-Current Assets	360,413,549	359,109,280	357,884,515	356,748,635	355,721,533	354,779,352	353,923,790	353,156,580	352,479,488	351,894,318
TOTAL ASSETS	412,965,934	405,538,655	404,078,992	402,910,056	401,935,619	401,159,529	400,585,711	400,218,170	400,060,992	400,416,776
Current Liabilities										
Trade and Other Payables	7,530,468	7,530,468	7,530,468	7,530,468	7,530,468	7,530,468	7,530,468	7,530,468	7,530,468	7,530,468
ATO Payable	198,786	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Interest Bearing Liabilities	512,809	539,668	568,007	597,911	629,470	662,780	697,942	735,065	469,438	385,643
Other Accounts Payable	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Provisions	1,285,765	919,872	919,872	919,872	919,872	919,872	919,872	919,872	919,872	919,872
Contract Liabilities	20,415,906	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000
Total Current Liabilities	30,043,734	24,190,008	24,218,347	24,288,251	24,279,810	24,313,120	24,348,282	24,385,405	24,119,778	24,035,983
Non-Current Liabilities										
Interest Bearing Liabilities	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	1,153,226
Provisions	1,937,954	1,937,954	1,937,954	1,937,954	1,937,954	1,937,954	1,937,954	1,937,954	1,937,954	1,937,954
Other Accounts Payable	100,000	100,000	0	0	0	0	0	0	0	0
Total Non-Current Liabilities	8,477,104	7,937,436	7,269,429	6,671,518	6,042,048	5,379,268	4,681,326	3,946,261	3,476,823	3,091,180
TOTAL LIABILITIES	38,520,838	32,127,444	31,487,776	30,919,769	30,321,858	29,692,388	29,029,608	28,331,666	27,596,601	27,127,163
NET COMMUNITY ASSETS	374,445,096	373,411,211	372,591,216	371,990,287	371,613,761	371,467,141	371,556,103	371,886,504	372,464,392	373,289,613
Community Equity										
Asset Revaluation Reserve	269,621,280	269,621,280	269,621,280	269,621,280	269,621,280	269,621,280	269,621,280	269,621,280	269,621,280	269,621,280
Retained Surplus	104,823,814	103,789,929	102,969,934	102,369,005	101,992,479	101,845,859	101,934,821	102,265,223	102,843,110	103,666,331
TOTAL COMMUNITY EQUITY	374,445,096	373,411,211	372,591,216	371,990,287	371,613,761	371,467,140	371,556,102	371,886,504	372,464,392	373,289,613

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

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

	Budget 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	Forecast 2030-2031
Cash flows from operating activities:										
Receipts from customers	19,185,439	24,001,340	19,956,964	20,348,186	20,729,117	21,143,699	21,566,573	21,997,905	22,437,863	22,886,620
Payments to suppliers and employees	(61,444,195)	(67,811,959)	(63,283,377)	(64,444,893)	(65,731,683)	(67,044,231)	(68,383,111)	(69,748,789)	(71,141,820)	(72,661,740)
	(42,258,756)	(43,810,618)	(43,326,413)	(44,096,707)	(45,002,566)	(45,900,531)	(46,816,537)	(47,750,884)	(48,703,957)	(49,775,119)
Interest received	200,000	204,000	208,080	212,242	216,486	220,816	225,232	229,737	234,332	239,019
Rental income	581,000	592,620	604,472	616,562	628,893	641,471	654,300	667,386	680,734	694,349
Non capital grants and contributions	46,487,331	46,872,438	47,809,887	48,766,085	49,741,407	50,736,235	51,750,959	52,785,979	53,841,698	54,918,532
Borrowing costs	(369,824)	(344,664)	(318,111)	(290,084)	(260,498)	(229,264)	(196,285)	(161,460)	(124,683)	(92,232)
Net cash inflow (outflow) from operating activities	4,639,751	3,513,776	4,977,916	5,208,097	5,323,722	5,468,707	5,617,670	5,770,758	5,928,125	5,984,548
Cash flows from investing activities:										
Payments for property, plant and equipment	(16,137,389)	(8,974,288)	(9,054,311)	(9,135,934)	(9,219,190)	(9,304,111)	(9,390,730)	(9,479,082)	(9,569,201)	(9,661,122)
Proceeds from sale of property, plant and equipment	2,184,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Grants, subsidies, contributions and donations	11,143,759	4,001,142	4,081,165	4,162,788	4,246,044	4,330,965	4,417,584	4,505,936	4,596,055	4,687,976
Net cash inflow (outflow) from investing activities	(2,829,630)	(4,673,146)	(4,673,146)	(4,673,146)	(4,673,146)	(4,673,146)	(4,673,146)	(4,673,146)	(4,673,146)	(4,673,146)
Cash flows from financing activities:										
Proceeds from borrowings	0	0	0	0	0	0	0	0	0	0
Repayment of borrowings	(487,349)	(512,809)	(539,668)	(568,007)	(597,911)	(629,470)	(662,780)	(697,942)	(735,065)	(770,449)
Net cash inflow (outflow) from financing activities	(487,349)	(512,809)	(539,668)	(568,007)	(597,911)	(629,470)	(662,780)	(697,942)	(735,065)	(770,449)
Net increase (decrease) in cash held	1,322,772	(1,672,178)	(234,898)	(33,056)	52,665	166,091	281,744	399,669	519,914	940,954
Cash at beginning of reporting period	35,053,843	36,376,615	34,704,437	34,469,539	34,436,483	34,489,148	34,655,239	34,936,983	35,336,653	35,856,566
Cash at end of reporting period	36,376,615	34,704,437	34,469,539	34,436,483	34,489,148	34,655,239	34,936,983	35,336,653	35,856,566	36,797,520

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 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	Forecast 2030-2031
Operating Revenue										
Rates and Utility Charges	8,183,000	8,346,660	8,513,593	8,683,865	8,857,542	9,034,693	9,215,387	9,399,695	9,587,689	9,779,442
Fees and Charges	539,000	549,780	560,776	571,991	583,431	595,100	607,002	619,142	631,524	644,155
Rental Income	581,000	592,620	604,472	616,562	628,893	641,471	654,300	667,386	680,734	694,349
Interest	200,000	204,000	208,080	212,242	216,486	220,816	225,232	229,737	234,332	239,019
Income from Operations / Sales	10,408,500	10,616,670	10,829,003	11,045,583	11,266,495	11,491,825	11,721,662	11,956,095	12,195,217	12,439,121
Other Income	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902
Operating Grants and Subsidies	46,487,331	46,872,438	47,809,887	48,766,085	49,741,407	50,736,235	51,750,959	52,785,979	53,841,698	54,918,532
Total Operating Revenues	66,418,831	67,202,568	68,546,620	69,917,552	71,315,903	72,742,221	74,197,066	75,681,007	77,194,627	78,738,520
Operating Expenditure										
Employee benefits	(10,852,910)	(11,069,969)	(11,291,368)	(11,517,195)	(11,747,539)	(11,982,490)	(12,222,140)	(12,466,583)	(12,715,914)	(12,970,232)
Material and services	(50,491,285)	(50,876,671)	(51,891,009)	(52,927,698)	(53,984,144)	(55,061,761)	(56,160,971)	(57,282,206)	(58,425,906)	(59,592,318)
Finance costs	(369,824)	(344,664)	(318,111)	(290,084)	(260,498)	(229,264)	(196,385)	(161,460)	(124,683)	(92,232)
Depreciation	(9,946,292)	(9,946,292)	(9,946,292)	(9,946,292)	(9,946,292)	(9,946,292)	(9,946,292)	(9,946,292)	(9,946,292)	(9,946,292)
Total Operating Expenditure	(71,660,312)	(72,237,596)	(73,447,780)	(74,681,269)	(75,938,473)	(77,219,806)	(78,525,688)	(79,856,541)	(81,212,795)	(82,601,275)
NET OPERATING RESULT	(5,241,481)	(5,035,027)	(4,901,160)	(4,763,717)	(4,622,570)	(4,477,585)	(4,328,622)	(4,175,534)	(4,018,167)	(3,862,755)
Capital Items										
Sale of Non-Current Assets	0	0	0	0	0	0	0	0	0	0
Capital Grants, and Subsidies	11,143,759	4,001,142	4,081,165	4,162,788	4,246,044	4,330,965	4,417,584	4,505,936	4,596,055	4,687,976
INCREASE IN OPERATING CAPABILITY	5,902,278	(1,033,885)	(819,995)	(600,929)	(376,526)	(146,620)	88,962	330,402	577,887	825,221

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 2021	269,621,281	98,921,536	368,542,817
Increase / (decrease) in asset revaluation surplus			
Net result for the period		5,902,278	5,902,278
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2022	269,621,281	104,823,815	374,445,096
Increase / (decrease) in asset revaluation surplus			
Net result for the period		(1,033,885)	(1,033,885)
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2023	269,621,281	103,789,930	373,411,211
Increase / (decrease) in asset revaluation surplus			
Net result for the period		(819,995)	(819,995)
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2024	269,621,281	102,969,934	372,591,215
Increase / (decrease) in asset revaluation surplus			
Net result for the period		(600,929)	(600,929)
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2025	269,621,281	102,369,005	371,990,286
Increase / (decrease) in asset revaluation surplus			
Net result for the period		(376,526)	(376,526)
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2026	269,621,281	101,992,479	371,613,760
Increase / (decrease) in asset revaluation surplus			
Net result for the period		(146,620)	(146,620)
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2027	269,621,281	101,845,859	371,467,140
Increase / (decrease) in asset revaluation surplus			
Net result for the period		88,962	88,962
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2028	269,621,281	101,934,821	371,556,102
Increase / (decrease) in asset revaluation surplus			
Net result for the period		330,402	330,402
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2029	269,621,281	102,265,222	371,886,503
Increase / (decrease) in asset revaluation surplus			
Net result for the period		577,887	577,887
Transfers to reserves			
Transfers from reserves			
Balance at 30 Jun 2030	269,621,281	102,843,110	372,464,391



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

2021/2022

Revenue Statement

1 | Page

carp0002_20201142_007.docx

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

Contents

STATEMENT	3
PURPOSE.....	3
APPLICABILITY.....	3
RATES AND CHARGES.....	3
DIFFERENTIAL GENERAL RATES.....	3
Table 1 - Differential Rating Categories	4
OBJECTION AGAINST CATEGORISATION	8
MINIMUM DIFFERENTIAL GENERAL RATE.....	8
GENERAL RATING CATEGORIES.....	8
Table 2 - Differential General Rates and Minimum General Rates - 2021/2022.....	8
LIMITATION ON RATE INCREASE.....	9
UTILITY CHARGES.....	9
Water Utility Charges.....	10
Table 3 - Water Charging Schedule – Water Allowance	10
Table 4 - Water Utility Charges	11
Sewerage Utility Charges	12
Table 5 - Sewerage Utility Charges - Normanton	12
Table 6 - Sewerage Utility Charges - Karumba	12
Table 7 – Non-Residential Categories.....	12
Waste Management Utility Charges	13
Table 8 – Garbage Charges Schedule – Minimum Number of Bins	13
Table 9 – Cleansing Units Applied.....	14
Table 10 – Waste Management Charge.....	14
CONCESSIONS.....	14
Pensioner Rates Remission	14
Not for Profit / Community Organisations	15
Financial Hardship.....	15
OTHER MATTERS CONCERNING RATES AND CHARGES.....	15
Interest	15
Discount.....	15
Collection of Outstanding Rates and Charges	16
Payments in Advance.....	16
Levy Dates and Due Date for Payment of Rates.....	16
EMERGENCY MANAGEMENT, FIRE AND RESCUE LEVY	16
FEES AND CHARGES	17
Cost Recovery	17
Business Activity Fees	17
AUTHORITY	17

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

REVENUE STATEMENT 2021/2022

STATEMENT

The revenue statement has been prepared in accordance with section 104(5) of the *Local Government Act 2009* and in accordance with sections 169(2)(b) and 172 of the *Local Government Regulation 2012*. The revenue statement applies to revenue raising activities of the Council.

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 includes 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; and
- 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 2021 to 30 June 2022. 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

For the financial year beginning 1 July 2021, 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 sections 80, 81 and 99 of the *Local Government Regulation 2012* will include:

- a) Differential General Rates
- b) Utility Charges for
 - Water
 - Sewerage
 - 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 rates and charges utilising the rateable value of the land; this valuation is set by the Department of Resources.

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. Furthermore, in accordance with

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

section 77 of the *Local Government Regulation 2012*, Council has decided to fix a minimum amount of general rates that differs depending upon the differential rating category of rateable land.

In Council's opinion, differential general rating and fixing a minimum amount of general rates 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, including fixing minimum amounts of general rates, 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 - PPR	All residential land, that is the owner's principal place of residence, and is less than 4,000m ² in size, and is 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 area which consists of multi residential dwellings.
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.

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

Category	Differential	Description
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 predominately used for Commercial Electrical, Reticulation or Telecommunication purposes 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 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 "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.

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

Category	Differential	Description
24	Shipping and Other Industry	All land zoned as "Strategic Port Land" and 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 authorised 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 authorised 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 more 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 more 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.

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

Category	Differential	Description
42	Caravan Parks 50 - 100 sites	All land within the council area used as a caravan parks with 50 to 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 ≥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 and Heavy Industry ≥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 more in land size.
51	Residential Home Business	All land within the Council area that is used as a commercial home business.
52	Shopping Facility with >25 on-site carparks	All land within the Council are used as a shopping facility with greater than 25 onsite carparks.
53	Residential Land <4,000 m ² - Non-PPR	All residential land, that is not the owner's principal place of residence, and is less than 4,000m ² in size, and is within the areas defined as Normanton Township or Karumba or Karumba Point, in the Carpentaria Shire Council Planning Scheme 2008 (Map 3).

The term 'Principal place of residence' means land that is the place of residence at which at least one natural person who constitutes the owner/s of the land predominantly resides.

In establishing whether land is the owner's principal place of residence, Council may consider, but not be limited to the owner's declared address for electoral, taxation, government social security or national health registration purposes, or any other form of evidence deemed acceptable by the Council. Residential premises that have not met these criteria will be deemed a secondary residence.

For the avoidance of doubt, land will not be the owner's principal place of residence where it is:

- 1) not occupied by at least one person/s who constitute the owner/s, but occupied by any other person/s, whether in return for rent or remuneration or not, including members of the owner's family;
- 2) vacant, whether permanently or temporarily (for more than 120 days of the financial year), including for the purposes of renovation or redevelopment, except in the case where:
 - a) premises that are being renovated are and remain the principal place of residence of the owner, and the owner does not during the renovation period own any other property which is used as, or asserted by the owner for any purpose to be, the owner's place of residence;
 - b) a property is vacant for a period longer than 120 contiguous days of the financial year due to the owner/s absence on an extended holiday, provided that the property remains completely vacant for the entire period of their absence;
 - c) a property is vacant due to the owner/s absence due to work commitments, provided that the absence is confirmed in writing by the owner's employer to Council's satisfaction and the property remains vacant or is occupied by immediate family members only during the period of the owner's absence; or

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

- d) the owner is absent due to medical reasons of the owner or a close relative and this is confirmed in writing by a health professional to Council's satisfaction;
- 3) not owned by a natural person, e.g., owned by a company, except where the ratepayer residing at the property as their principal place of residence is the company owner; or
- 4) flats and other multiple tenement residential properties, even where the owner of the land resides in one of the flats or tenements.

OBJECTION 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 Chapter 2, Part 2, Division 5, Subdivision 3 of the *Land Valuation Act 2010* applies.

GENERAL RATING CATEGORIES

For the financial period from 1 July 2021 to 30 June 2022 the Differential General Rates and Minimum General Rates will be levied on the Differential General Rate categories as follows:

Table 2 - Differential General Rates and Minimum General Rates - 2021/2022

Category	Differential	General Rate (cent in the dollar)	Minimum \$
1	Vacant Urban Land <10,000 m ²	1.4788	682.00
2	Residential Land <4,000 m ² - PPR	1.4165	606.00
3	Residential Land ≥4,000m ² & <100Ha	0.8330	617.00
4	Residential Multi-units	1.6795	832.00
5	Vacant Land ≥4,000m ² & <100Ha	0.6213	737.00
6	Rural Areas <\$500,000	0.9998	630.00
7	Rural \$500,000 - \$999,999	1.1647	5,460.00
8	Rural ≥ \$1,000,000	1.7117	22,512.00
9	Rural - Agriculture	2.0600	5,628.00
10	Commercial	1.7587	884.00
11	Motels	1.5742	2,100.00
12	Commercial - Other	1.2646	600.00
13	Electrical Reticulation and Telecommunications Infrastructure – Rural	8.9804	1,254.00

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

Category	Differential	General Rate (cent in the dollar)	Minimum \$
14	Electrical Reticulation and Telecommunications Infrastructure – Normanton and Karumba	16.4058	6,006.00
15	Intensive Accommodation – 10 to 30 Person	3.4944	1,197.00
16	Intensive Accommodation – 31 to 50 Person	3.4944	2,405.00
17	Intensive Accommodation ≥51 Person	3.4944	3,955.00
20	Light Industry	1.6578	897.00
21	Transport and Heavy Industry <1Ha	3.1632	2,100.00
22	Service Stations	1.8136	1,092.00
23	Bulk Fuel Storage	3.1975	2,184.00
24	Shipping and Other Industry	3.6740	2,184.00
25	Processing Plant	4.4984	2,184.00
26	Mine Product Operations	131.9147	1,591,350.00
27	Electricity Generation ≤5MW	1.9694	4,526.00
28	Electricity Generation >5MW	2.0000	9,040.00
31	Quarry 5,000–100,000 Tonnes	3.6401	5,460.00
32	Quarry >100,000 Tonnes	3.6401	28,120.00
33	Petroleum Lease	2.0600	2,710.00
34	Mining Leases <25 people	2.0600	2,165.00
35	Mining Leases 25-99 people	2.0600	10,815.00
36	Mining Leases ≥100 people	2.0600	108,150.00
37	Mining Leases <25 people with accommodation	2.0600	3,245.00
38	Mining Leases 25-99 people with accommodation	2.0600	16,225.00
39	Mining Leases ≥100 people with accommodation	2.0600	118,965.00
41	Caravan Parks <50 sites	2.8494	745.00
42	Caravan Parks 50-100 sites	1.0826	1,050.00
43	Caravan Parks >100 sites	1.9207	2,100.00
44	Hotels/ Licensed Venue <20 Rooms	1.4057	1,050.00
45	Hotels/ Licensed Venue ≥20 Rooms	1.7537	2,100.00
50	Transport and Heavy Industry ≥1.0Ha	2.0229	3,150.00
51	Residential Home Business	1.5426	660.00
52	Shopping Facility with >25 on-site carparks	1.7587	884.00
53	Residential Land <4,000 m ² - Non-PPR	1.5426	660.00

LIMITATION ON RATE INCREASE

Pursuant to Section 116 of the *Local Government Regulation 2012*, for the 2021/2022 financial year, Council has not made, and will not make, a resolution limiting an increase of Rates and Charges.

UTILITY CHARGES

Council resolves that, pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, it will make and levy charges for the supply of water, sewerage and cleansing services (Utility Charges) for the financial year beginning 1 July 2021.

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

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 water utility charge revenue shall be used to cover the costs associated with the operation, maintenance, replacement, upgrade, and funding of the Carpentaria water supply infrastructure, including ensuring long-term sustainability.

The water utility charges are established for both treated water supply and raw water supply. Where an assessment is part of a community titles scheme (including a building units or group titles plan) and the assessment within the scheme is not separately metered, the applicable Water Utility Charges will be apportioned in accordance with the registered contribution schedule lot entitlement for the assessment.

Use of water, whether raw or treated, is subject to any water conservation measures (water restrictions) that are currently in place, or that may be imposed by Council at any time during the financial year.

Council has determined to make and levy water utility charges for treated water supply based on a two-part tariff, made up of a fixed Water Access Charge (being a charge for the use of infrastructure that supplies water) and a variable Water Consumption Charge (being a charge for using the water based on the amount of water that is actually used).

Water utility charges will be calculated on the following basis:

- (a) The access charge will be levied based on the number of units assigned to each class of occupancy in accordance with the Table 3 Water Charging Schedule;
- (b) Where water is used in excess of the classification allowance, an excess consumption charge will be levied;
- (c) No excess consumption charge will apply to dwellings connected to the raw water supply;
- (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 – Water Allowance

No	Class	Units per Class	Allowance per Class
1	Accommodation Units - up to and including 2	15	900
2	Accommodation Units - >2	5	200
3	Ambulance Centre	20	800
4	Café	36	1,440
5	Caravan Park - (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 \geq 1,000,000l	100	4,000

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

No	Class	Units per Class	Allowance per Class
11	Fuel Depot - Storage < 1,000,000l	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
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 & 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

The variable Water Consumption Charge for water will be in two tiers as outlined in Table 4 Water Utility Charges.

Table 4 - Water Utility Charges

Type	Basis of Charge	Charge
Carpentaria Water - Access Charge	per unit	\$ 73.22
Raw Water Rural Domestic - Access Charge	per unit	\$ 47.59
Excess Consumption Charge	per kl	\$ 2.70
Consumption Charge - Stock Watering & Industrial Use	per kl	\$ 2.70

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

Sewerage Utility Charges

In 2020/21, the Sewerage Utility Charges in Karumba were based on a unit Equivalent Tenement basis. In the 2021/22 financial year the Sewerage Utility Charges for Karumba shall be changed from the unit Equivalent Tenement basis to a per unit basis to harmonise the charging methodology for both Karumba and Normanton townships. This change will be implemented over five years, with the goal to have the same unit charge for both Normanton and Karumba.

In keeping with Subsection 94(2) of the *Local Government Act 2009* and Sections 99 and 100 of *Local Government Regulation 2012*, Council has determined to make and levy Sewerage Utility Charges on all land within the Normanton and Karumba townships declared sewerage areas, whether vacant or occupied, that Council has or is able to provide with sewerage services.

Sewerage Utility Charges will be calculated as follows:

1. Residential
 - a. A base charge per annum for the first pedestal; and
 - b. No additional charges will be made for any additional pedestals.
2. Non-Residential
 - a. A base charge per annum; and
 - b. An additional charge per unit will be made and levied for each additional pedestal.
3. Vacant Land
 - a. A base charge per annum for each parcel of land within the declared sewerage areas.

A pedestal is defined as each toilet, urinal, connection point or similar device connected to Council's sewerage system in accordance with the requirements of Council's Local Laws.

Table 5 - Sewerage Utility Charges - Normanton

Normanton – Type	Basis of Charge	Charge
Residential Charge	per unit	\$ 874.00
Vacant Charge	per unit	\$ 655.00
Base Non-Residential Charge	per unit	\$ 1,256.00
Additional Non-Residential Charge	per unit	\$ 655.00

Table 6 - Sewerage Utility Charges - Karumba

Karumba – Type	Basis of Charge	Charge
Residential Charge	per unit	\$ 1,161.00
Vacant Charge	per unit	\$ 871.00
Base Non-Residential Charge	per unit	\$ 1,256.00
Additional Non-Residential Charge	per unit	\$ 655.00

Table 7 – Non-Residential Categories

Non-Residential – Category	Base No of Pedestals	Per Unit Charge
Flats, Religious Institution	1	1
Dual Occupancy	2	0
Commercial, Laundromat, Motels, Caravan Parks, Clubs & Hotels, Service Stations	2	1
All Other Non-Residential Assessments	2	1

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

Waste Management Utility Charges

Council will provide a garbage collection service and disposal facilities 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 utility 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. 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.

The charges for the service are annual charges and are not reduced for periods of time when the premises are unoccupied.

Waste Management Utility Charge will be calculated as follows:

1. a minimum number of bins for each property type is set out in the Garbage Charges Schedule in Table 8;
2. the minimum number of bins multiplied by the number of services per week equals the number of Garbage Units set out in Table 8;
3. the Garbage Units in Table 8 is then referenced in Column 1 of Table 9 and the corresponding number of cleansing units is applied in accordance with Column 2 of Table 9;
4. the cleansing units applied is then multiplied by the Waste Management Charge in Table 10.

Waste Management Utility Charge = Cleansing Units Applied (Table 9) x Waste Management Charge (Table 10)

Table 8 – Garbage Charges Schedule – Minimum Number of Bins

No	Classification	Minimum No of Bins	No of Services per Week	Garbage Units
1	Residential including: Dwelling House Accommodation Building Accommodation Units (1 bin per 2 units) Multiple Dwelling (per unit) Child Care Centre Post Office Place of Worship Halls	1	1	1
2	Medical Centre Special Purpose Facility Indoor Entertainment Light Industry including: Aerodrome Service Station Truck Depot, Council Depot and Other Waterfront Industry - Category 1	1	3	1 (3)
3	TAFE	2	1	2

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

No	Classification	Minimum No of Bins	No of Services per Week	Garbage Units
4	Aged Persons Home Recreation Club Outdoor Entertainment Facilities Schools Other Commercial Premises including: Shops Café's	2	3	6
5	Hotels, Motels, Serviced Units (1 bin per 4 units) Caravan Park (1 bin per 4 units)	1	3	3
6	Hotel/Motel Complex Licensed Venue Shopping Centre	5	3	15
7	Hospital	8	3	24
8	Waterfront Industry - Category 2	9	3	27
9	Tourist Facility	11	3	33

Table 9 – Cleansing Units Applied

Garbage Units	Cleansing Units Applied
1	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 10 – Waste Management Charge

Type	Basis of Charge	Charge
Waste Management Charge	per unit	\$ 410.00

CONCESSIONS

Pensioner Rates Remission

Pursuant to section 119 and 120 (1) 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 *Local Government Regulation 2012*, Council resolves to grant a concession on differential general rates, water, sewerage, and garbage utility charges, to eligible Pensioners in accordance with the Pensioner Rates Remission Policy.

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

- (i) A Pensioner and is eligible for the State Government Pensioner remission;

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

- (ii) Has been a resident within the shire boundary for a period of at least 10 years; and
- (iii) complies with the requirements of the Pensioner Rates Concession Policy.

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 122 (1) (b) of the *Local Government Regulation 2012*, Council resolves to grant a concession on differential general rates, water (excluding excess water consumption charges), sewerage and garbage utility charges, to not for profit / community organisations as detailed in the Rates Based Financial Assistance for Community Organisations Policy.

Financial Hardship

Pursuant to section 119 and 120 (1) (c) 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 ratepayer where the payment of the rates and charges would cause hardship to the ratepayer.

Council may at its discretion provide to other ratepayers who are suffering financial hardship, extended payment arrangements. Further information is set out in the Financial Hardship Policy.

OTHER MATTERS CONCERNING RATES AND CHARGES

Interest

In accordance with section 133 of the *Local Government Regulation 2012*, Council will apply to all overdue rates and charges compound interest at the rate of 8.0% per annum, calculated on daily rests from the day after the Rates and Charges become overdue from 1st July 2021.

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

Discount

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:

1. all rates and charges levied are paid within 30 days of the date of issue of the rate notice; and
2. 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
3. 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 for all differential rating categories, excluding Category 8 – Rural \geq \$1,000,000 and Category 26 – Mine Product Operations, is 10% of the rates and charges which are levied with respect to:

- general rates
- utility charges excluding excess water consumption charges

Pursuant to section 130 (5) the discount allowed for differential rating categories:

- Category 8 – Rural \geq \$1,000,000; and
- Category 26 – Mine Product Operations

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

is fixed at \$5,000 for 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.

Collection of Outstanding Rates and Charges

Council requires payment of Rates and Charges within the specified period and it is Council's policy to pursue the collection of outstanding Rates and Charges diligently but with due concern for the financial hardship faced by some members of the community.

To this end Council will recover any outstanding Rates and Charges in accordance with, Section 95 of the *Local Government Act 2009*, Chapter 4, Part 12 of the *Local Government Regulation 2012* and Carpentaria Shire Council's Debt Recovery Policy. For further information refer to the following policies on Council's website www.carpentaria.qld.gov.au:-

- Debt Recovery Policy 2021-2022
- Financial Hardship Policy 2021-2022
- Revenue Policy 2021-2022
- Rates Based Financial Assistance for Community Organisations Policy

Payments in Advance

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

Levy Dates and Due Date for Payment of Rates

Council has determined, in accordance with the provisions of Section 107 of the *Local Government Regulation 2012* that all Rates and Charges will be levied in two (2) half-yearly instalments covering the periods 1 July 2021 to 31 December 2021 and 1 January 2022 to 30 June 2022.

In instances where changes that impact Rates and Charges are brought to Council's attention throughout the year, a Supplementary Rates Notice will be issued as required. Some examples might include reconfigurations, valuation amendments, additional services and change of ownership.

In accordance with Section 118 of the *Local Government Regulation 2012* payment is due 30 days after the date of issue of the rate notice.

Levy Number	Proposed Issue Date	Proposed Due Date
Levy 1	Tuesday, 17 August 2021	Thursday, 16 September 2021
Levy 2	Tuesday, 22 February 2022	Thursday, 24 March 2022

EMERGENCY MANAGEMENT, FIRE AND RESCUE LEVY

The Emergency Management Levy (EML) is a State Government levy. Council is required to collect the levy on behalf of the Queensland State Government, in accordance with the provisions of the *Fire and Emergency Services Act 1990* and *Fire and Emergency Services Regulation 2011*, and such are levied in accordance with the prescribed fees as defined in schedule 2 of the *Fire and Emergency Services Regulation 2011*.

REVENUE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR

The levy is not a Council Charge and the Funds collected are remitted to Queensland Fire and Emergency Services. It provides for the prevention of, and responses to, fires and other emergency incidents.

FEES AND CHARGES

Fees and charges are reviewed annually by Council. Council's adopted Fees and Charges register includes a mixture of regulatory and user pays fees. The 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 applicable recover the cost of performing the function.

Council's Fees and Charges register contains full details of fees and charges adopted by Council for the financial year and is available on Council's website.

Cost Recovery

Cost recovery fees are fixed pursuant to Section 97 of the *Local Government Act 2009*.

The criteria used by Council when deciding the amount of the cost-recovery fee are: -

- The cost-recovery fee must not exceed the cost of providing the service for which the fee has been fixed.
- The cost-recovery fee must be broadly based on the "user pays" principle (except where Council decides to subsidise any fee or charge as a community service obligation).

Business Activity Fees

Council has the power to conduct business activities and fix business activity fees for services and facilities it provides on this basis. Business activity fees are fixed where Council provides a service and the other party to the transaction can choose whether to avail itself of the service. Business activity fees are a class of charge, which are purely commercial in application and are subject to the Commonwealth's Goods and Services Tax.

Business activity fees include but are not confined to rents, plant hire, private works and hire of facilities as contained in Council's statement of fees and charges.

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



2021-2022 Revenue Policy

Policy Details

Policy Category	Council Policy
Date Adopted	21 April 2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	21 April 2021
Policy Version Number	
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
Review Date	April 2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Revenue Statement Rates Based Financial Assistance Policy Rates and Charges Debt Policy
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2017 - 2022

Version History:

Version	Adopted	Comment	eDRMS #
	21/04/2021	Council Resolution 0421/023	
	15/07/2020	Council Resolution SM0720/001	POL_E_C SF_006



Contents

INTENT.....	3
SCOPE.....	3
POLICY STATEMENT	3
LEVYING RATES AND CHARGES.....	3
GRANTING CONCESSIONS FOR RATES AND CHARGES.....	4
RECOVERING OVERDUE RATES AND CHARGES.....	4
COST-RECOVERY METHODS.....	5
FUNDING OF PHYSICAL AND SOCIAL INFRASTRUCTURE	5
DEFINITIONS	5



Intent

The Revenue Policy is a strategic document and its adoption, in advance of setting the budget, allows Council to set out the principles that it will use for revenue raising in setting the budget.

Scope

This policy details the principles that Council utilises in levying rates & charges, granting concessions, recovering outstanding rates & charges and the implementation of various fees and charges.

Policy Statement

Council has a statutory requirement to have a Revenue Policy and this policy is to be reviewed on an annual basis in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

Section 193 of the *Local Government Regulation 2012*, defines the content to be included in the Revenue Policy and an extract follows:

- (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*
 - (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.*

Levying rates and Charges

Council utilises a principle based approach when levying rates and charges which consist of:

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.

In addition to the above 2 key principles, Council will also have regard to:

- Transparency in the making of rates and charges.
- Having in place a rating regime that is simple and inexpensive to administer;
- Flexibility to take account of changes in the local economy;
- Making clear what is the Council's and each ratepayer's responsibility to the rating system;
- 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.

Granting 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.

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.



Cost-Recovery Methods

Council recognises the validity of fully imposing the "user pays" principle for its fees and charges (including cost-recovery fees) unless the imposition of the full costs is contrary to its reasonable belief of being in the public interest.

By imposing fees and charges that accurately reflect the full cost of the provision of services will enable Council to promote efficiency in both the provision and use of services without subsidising from other sources of revenue.

Funding of Physical and Social Infrastructure

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.

Definitions

TERM	DEFINITION
User Pays Principle	Is a pricing approach based on the concept that the most efficient allocation of resources occurs when the customer pays the full cost of goods and/or services that they consume.

Adopted by Council "Date" by Resolution "Number"

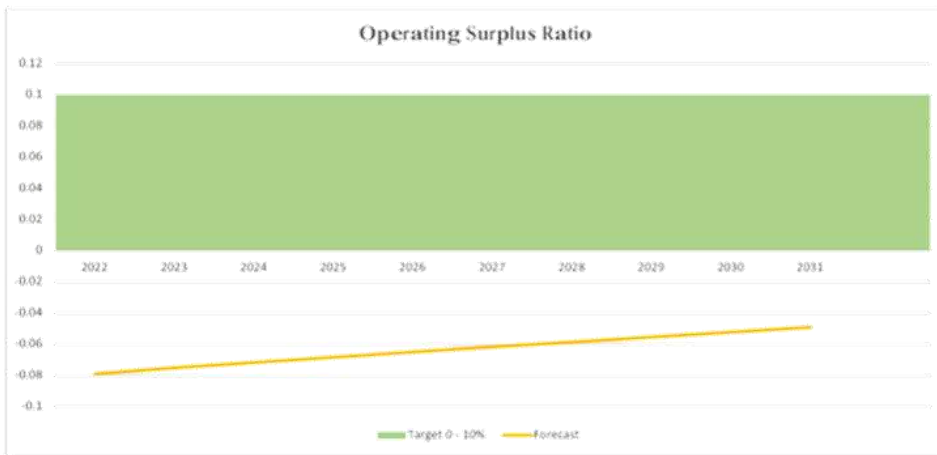
Mark Crawley
Chief Executive Officer

Carpentaria Shire Council
Sustainability Ratios
 For the year ended 30 June

Reference LGR S169 (5) and (9)

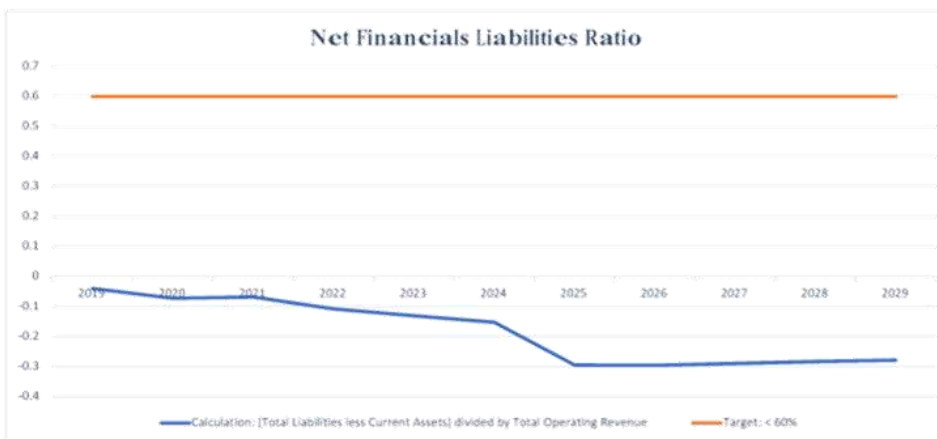
Operating Surplus Ratio	Proposed	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	-7.89%	-7.49%	-7.15%	-6.81%	-6.48%	-6.16%	-5.83%	-5.52%	-5.21%	-4.91%
Target	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	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
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	-21.13%	-21.28%	-21.46%	-21.80%	-22.28%	-22.94%	-23.76%	-24.75%	-25.89%	-27.17%
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
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	33.46%	18.95%	19.12%	19.29%	19.46%	19.64%	19.83%	20.01%	20.20%	20.40%
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 ratio 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

Revenue	Budget 2020/21	Actual 2020/21	Budget 2021/22	Budget 2020/2021 v Budget 2021/2022 \$	Budget 2020/2021 v Budget 2021/2022 %	Actual 2020/2021 v Budget 2021/2022 \$	Actual 2020/2021 v Budget 2021/2022 %
General Rates	\$4,400,000	\$4,394,930	\$4,600,000	\$200,000	4.55%	\$205,070	4.67%
Water	\$1,635,000	\$1,642,509	\$1,640,000	\$5,000	0.31%	-\$2,509	-0.15%
Sewerage	\$1,562,000	\$1,584,947	\$1,599,000	\$37,000	2.37%	\$14,053	0.89%
Waste Management	\$705,000	\$700,906	\$707,000	\$2,000	0.28%	\$6,094	0.87%
Other Utilities (Excess Water)	\$150,000	\$200,000	\$200,000	\$50,000	33.33%	\$0	0.00%
Total	\$8,452,000	\$8,523,292	\$8,746,000	\$294,000	3.48%	\$222,708	2.61%

BUSINESS PAPERS

- 4 GENERAL BUSINESS**
- 5 CLOSURE OF MEETING**