

## 1. Introduction

Carpentaria Shire Council (CSC) is committed to delivering quality and reliable water and sewerage services to its customers. This customer service standard outlines the level of service that CSC water and sewerage customers can expect and the targets that CSC strive to achieve to meet these are identified.

The customer service standards also describe the processes for service connection, billing, metering, accounting, customer consultations, shared responsibilities and dispute resolution.

## 2. Service Standards

Performance Indicator	Performance Measure	Target
<b>Water Services</b>		
Water mains breaks	Per 100 km / year	<30
Incidents of unplanned interruptions	Per 1,000 connections / year	<50
Water quality related complaints	Per 1,000 connections / year	<10
Drinking water quality	% of samples tested with no <i>E. coli</i> detection / year	98%
Time to respond to water incidents – water quality complaints, burst mains, supply interruption	% of response to incident <12 hours	>95%
<b>Sewerage Services</b>		
Sewer mains breaks and chokes (blockages)	Per 100 km / year	<20
Sewerage complaints – overflow on properties and odour	Per 1,000 connections / year	<50
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12 hours	>95%
<b>Combined</b>		
Total water and sewerage complaints (any nature)	Per 1,000 connections / year	<120

## 3. Processes

### 3.1. Service Connections

Property owners who wish to connect to the water or sewerage service need to submit an application form to CSC, along with the fee. Service connections are approved if the property has access to the reticulated water or sewerage service and the water main or sewer line is capable of providing the required service. The installation of a new service connection is usually undertaken within 10 business days of receiving the complete application form and fee.

### 3.2. Billing

The water tariff is charged based on annual meter reading at the end of each financial year. There is an annual water allocation of 900 kL/year for domestic usage, which if exceeded attracts additional charges. There is a fixed annual charge for sewerage.

CSC levies charges yearly generally in the month of August, and these are included in the Rates Notice. Information about how to pay the bill is included in the Notice, including in person at the council office (cash, cheque, money order or EFTPOS), by mail (cheque or money order), BPay or by phone (credit card).

CSC offers a 10% discount of most rates and charges paid within 30 days. If you are posting your rates payment, please ensure sufficient time to allow for any potential postal delays. Pensioner rebates are also provided, please discuss with CSC.

For the current schedule of fees and charges, visit the CSC website.

### 3.3. Metering

To ensure equity of charges a water meter is required for all properties. The meters installed by CSC are calibrated prior to installation and are of high quality. The meter is read yearly and exceedance from the annual allocation is charged on the bill.

A customer may request a special meter reading, which will incur a fee. If the customer considers that the meter is faulty, CSC will test the meter once a fee is paid. The fee will be refunded and adjustment made to the bill if the meter is found to be faulty.

### 3.4. Customer Consultation

The methods that CSC uses to communicate with its customers include:

- mail out with the Rates Notice
- CSC website
- letter box drop, door knocking
- public consultation sessions
- social media (Facebook)

A minimum of at least 48 hours notice is provided to customers before any planned interruption to the water or sewerage services.

### 3.5. Complaints and Dispute Resolutions

Customers may lodge a complaint in person, by calling the CSC office or in writing addressed to the Chief Executive Officer (CEO). On receipt of the complaint CSC will undertake the following steps:

- immediately register the complaint in our system
- assign a staff member to investigate the complaint
- investigate the complaint as soon as possible and efficiently
- close out the complaint and inform the customer of the outcomes, if required

If you are not satisfied with the outcome you may have the resolution reviewed by the CEO, or considered at a council ordinary meeting. If you are still not satisfied with the outcome, you have the right to take your concerns to the Energy and Water Ombudsman Queensland.

### 3.6. Water Restrictions

CSC reserves the right to impose water restrictions in order to effectively manage water resources and prevent adverse impacts from potential drought conditions.

Notices relating to water restrictions are communicated to customers using the methods mentioned in section 3.4.

### 3.7. Shared Rights and Responsibilities

CSC and its customers have rights and responsibilities associated with the provision of water and wastewater services, including:

- CSC employees have the right to enter private property at any reasonable time to read, repair or replace a water meter, or to inspect, operate, repair, maintain or remove council water or sewerage infrastructure.
- CSC employees entering private property are required to carry and show customers current authorised identification card.
- CSC is responsible for maintaining water meters and the pipes between the water main and the water meter.
- Property owners are responsible for all plumbing fixtures between the water meter and water taps, and all sewerage fixtures and pipes up to the point where they connect with the council system.
- CSC has the right to ask customers to correct faults in their plumbing or to remove trees that interfere with council water or sewerage infrastructure.
- Customers are responsible for ensuring their water meters are accessible and that any manholes on their property are not covered or obstructed.

## 4. Contact Information

**Telephone** (07) 4745 2200 (Normanton)  
(07) 4747 7555 (Kaumba)

**Email** [council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

**Website** [www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)

**Emergency or After Hours** (07) 4745 2200

**Office Hours** 8:30 am - 5:00 pm Monday to Friday, excluding Public Holidays

**Address** 29-33 Haig Street  
PO Box 31  
Normanton, QLD 4890

## 5. Review

In accordance with Queensland legislation, the customer service standards will be reviewed in June 2025, unless CSC deems an earlier review is necessary.