



CARPENTARIA SHIRE
Outback by the Sea[®]

Carpentaria Shire Council

Annual Report
2012 / 2013

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ABOUT THIS REPORT

Each year Carpentaria Shire Council produces an Annual Report as required by the state government. This report has been prepared in accordance with Chapter 5, Part 3 of the *Local Government Regulation 2012*.

To request a copy of this report please contact Council or alternatively you can download a copy from our website www.carpentaria.qld.gov.au

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REGION AT A GLANCE

Carpentaria Shire – where the *“Outback meets the Sea®”*

Carpentaria Shire is located on the Savannah Way in North Western Queensland in the south eastern region of the Gulf of Carpentaria. The region is uniquely placed to offer residents and visitors’ opportunities and experiences in lifestyle, holidays, employment and investment opportunities. Carpentaria Shire has a friendly, laid-back lifestyle and is a place where children still ride their bikes down to the river to go fishing after school without parents having to worry as they would in the larger towns and cities.

Carpentaria Shire is the traditional country of the Gkuthaarn, Kukatj and Kurtijar people. The Shire covers an area of approximately 65,000 square kilometres and has a population of approximately 2,500 with the countryside ranging from vast inland plains to mangrove forests, deltas and salt pans along the coastal areas of the Gulf.

Carpentaria Shire has a diverse industry base with agriculture, fishing, mining and tourism and government administration providing the majority of the Shire’s income. Normanton is the region’s government and administrative centre with much of the Shire’s commercial activity coming through Karumba which has an active port based around export of zinc and lead and live cattle to Asia and a substantial fishing industry which targets prawns, barramundi, Spanish mackerel, salmon and mud crabs. The region offers good infrastructure and facilities with sealed access roads, well-serviced airports, developed freight routes, primary and secondary schools, medical services, recreational and sporting facilities and the standard infrastructure to be expected in a modern community.

The Carpentaria Divisional Board was constituted on the 11th January 1883 and amalgamated with the Shire of Carpentaria in 1903. The Council of the Shire of Carpentaria was constituted in 1903. The Municipality of Normanton was constituted on the 6th February 1886, and amalgamated with Shire of Carpentaria in 1910.

Area

64,403 km²

Population

Total: 2500
Normanton: 1600
Karumba: 600
Rural: 300

Distance to Major Centres

	Normanton	Karumba
Mount Isa:	484 km	556 km
Cairns:	707 km	779 km
Townsville:	938 km	1010 km



Reserves, Land Controlled by Council

The Council has control of some 9591 hectares of Reserves subject to the provisions of *the Land Act 1999*.

Roads Controlled, but not owned by Council

Carpentaria Shire Council has four declared roads with funding for maintenance being granted by the Department of Transport and Main Roads.

Road Name	Description	Distance
84A Karumba Development Road	Sealed	41 km
89A Burke Development Road Part A	Sealed	183 km
89B Burke Development Road Part B	Sealed	30 km
89B Burke Development Road Part B	Unsealed	273 km
92A Gulf Development Road	Sealed	47 km
	Total	574 km

Roads Controlled and Owned by Council

Shire Roads are developed and maintained by funds supplied from Carpentaria Shire Council's rates base, as well as from the usual road grants.

Road Name	Description	Distance
Rural Roads – Unsealed	Principal	512.5 km
	Secondary	429.0 km
	Minor	499.3 km
	Access	241.8 km
Airport Runways		3.3 km
Town Streets – Sealed and Unsealed	Normanton	20.6 km
	Karumba	20.0 km
	Total	1726.5 km

OUR VISION

We are unique in Queensland. We are the only place where the “*Outback meets the Sea*®”. We are the only place where it is possible to drive on a bitumen road to a major port that has ready access to Asian markets. We are the only place where tourists can experience both the Outback and the majesty of sunsets over the Gulf. It is a place where residents can still go down to the river after work and catch a fish. It is a place that our children can grow up still experiencing the safe lifestyle that we enjoyed in earlier generations while still accessing modern town facilities.

“Outback by the Sea – It’s a great place to work, live and play”

OUR MISSION

In particular:

- We will work hard for our community
- We will provide strong leadership to our community
- We will provide open and transparent governance for our community
- We will ensure that we are accountable to our community

“Working for our Community”

OUR VALUES

Our key values which will govern our behaviour as a Council are:

Strong leadership	Our community has every right to expect leadership that has integrity, unity and consistency.
Respect and teamwork	We know that we can only achieve great outcomes for our region by working together as a team.
Good governance	We need to deliver good governance for our region which is based on honesty, openness and transparency of Local Government.
Pride in our work	We aim to do the best for our community all the time, every time.
Positive and professional	We are not interested in blame but we want to find the best solutions to problems.
Informed decision making	We need to make sure that we have the best information available when making decisions.
Realistic goals	We believe in dreaming with our eyes open and focusing on what is available.

MAYORS REPORT

2012/2013 saw Council continue the momentum and further focus on our efforts to improve the Shire by setting in place plans for the region in moving into the future.


Council's commitment to its roads and drainage networks continued with extensive town street resealing in both Normanton and Karumba as well as undertaking continued programs of flood damage restoration works as a result of the consecutive years of monsoonal rains and flooding the region experienced.

On top of the roads and drainage assets, Council also programmed some major infrastructure capital works projects for 2012/2013 including the Normanton Reservoir Capacity Upgrade, continued Water & Sewer Improvements, Marine Assets Upgrades (boat ramps, jetties and sea walls), Office and Shire Hall Upgrades, the Karumba Transfer Station Upgrade and the Flood Gauging Stations and Cameras to name a few.

The bulk of these projects were fully funded through Councils cash reserves mainly due to the continued effect of the belt-tightening of both the State and Federal Governments in their grants and funding programs.

Engagement of key consultants, including engineers and scientists to undertake further investigations and geographical modelling in order to come up with proposals for Council to consider in providing future water supply options. Once the best option has been identified by Council it will take a lot of liaising with State and Federal agencies to try and obtain external funds to build the project (as well as borrowings by the Councils)

It has certainly been a quick (financial) year and we will ensure we keep on track and keep providing valuable services to community and the region as a whole. I would like to take this opportunity to thank my fellow councillors, Chief Executive Officer and all the hardworking Council employees for their efforts and support during the year.


Fred Pascoe
Mayor

CHIEF EXECUTIVE OFFICERS REPORT

Once again, I am pleased to present Council's Annual Report to the residents and rate payers of Carpentaria Shire.

I commend Council for its ongoing dedication and commitment to ensuring that Council provides quality service and outcomes to the community.

I congratulate councillors and staff for their ongoing and continued good work in achieving the goals set out in Council's Corporate Plan which reflects the Community Plan.

Some of the highlights and issues this year include:

- Planning for a new Shire water supply. The failed wet season highlighted the importance of a sustainable water supply and Council continues to plan for this long overdue infrastructure.
- The terrific community support for the water restrictions that needed to be implemented. Each and every member of the community is congratulated for their efforts which averted a major crisis.
- Planning for upgraded boat ramps at Karumba, and the Karumba Seawall which should see works completed in the next financial year.
- Planning and design for a pontoon for the Normanton Boat Ramp.
- Design for a new treated water reservoir at Normanton with works to be completed by the end of 2013.
- Upgrade of the Shire Hall at Normanton with works to be completed in the 2013 calendar year.
- The opening of Council's Service Centre at Karumba to provide improved services to the community.
- The introduction of videoconferencing facilities at Normanton and Karumba which give the public access to Council meetings without having to drive the 140km round trip.
- The continued good work of our Works section. The hard work of our road crews is highly valued and saw Council complete millions of dollars of work to a good standard
- The strong financial performance by Council. This has been achieved through sound governance and good decision making.

Council intends to focus on achieving practical and positive outcomes for the community in the next financial year to ensure opportunities continue to expand for the Shire's residents and businesses. I look forward to working with everyone to ensure these outcomes are achieved.



Bob Owen
Chief Executive Officer

ABOUT COUNCIL

Carpentaria Shire was represented by an elected five member Council comprised of the Mayor, Deputy Mayor and three Councillors. Following the quadrennial elections in 2012, the number of Councillors was increased to seven. Council meets every third Wednesday and the following Thursday of each month in the Carpentaria Shire Council Chambers. The meetings are open to the general public.



Cr Fred Pascoe
Mayor



Cr Joyce Zahner
Councillor



Cr John Beard
Councillor



Cr Ashley Gallagher
Councillor



Cr Alan Gurney
Deputy Mayor



Cr Merle Johnson
Councillor



Cr Brenda Schneekloth
Councillor

COMMITTEE REPRESENTATION

Between them, elected Councillors sit on the following committees:

- Gulf Savannah Development
- Local Disaster Management Group
- Qld Fisheries Service (QFS) Management Advisory Committee
- North West Queensland Regional Roads Group
- Plant Committee
- Ports Corporation Advisory Group
- Transport Security Program Committee
- Gulf Regional Planning Advisory Committee
- Regional Arts Development Fund Committee (RADF)
- Air Users Group
- Building Safer Communities Action Team
- Carpentaria Interagency Network
- Normanton Heritage Precinct Steering Committee
- Australia Day Committee
- Community Housing Committee
- Northern Gulf Resource Management Group
- Southern Gulf Catchments
- Gulf Catchment Pest Task Force
- Gulf Barramundi Discovery Centre/Restocking Association
- North Queensland Sports Foundation
- Muttonhole Wetlands Management Committee
- Gulf Barramundi Discovery Centre/Restocking Association

The *Local Government Act 2009* outlines the roles and responsibilities of the Mayor, Deputy Mayor, Councillors and the Chief Executive Officer.

THE MAYOR

- Presides at, and is responsible for the orderly conduct of Council meetings, at which the Mayor is present
- Ensures the carrying out of Council decisions and exercises the power, and performs the duties given to role by Council
- Ensure appropriate representation of the Local Government at civic and ceremonial functions

DEPUTY MAYOR

- Acts in the office and performs the role of the Mayor during a vacancy in the office of the Mayor or the absence or temporary incapacity of the Mayor
- Appointed by vote at Council's first meeting after the calling of the elections.

COUNCILLORS

- Represent the overall public interest of the area
- Decide on the facilities, services and enterprises appropriate for the area
- Formulate, adopt and review corporate and operational plans, policies and goals of Council
- Decide how to achieve those goals and implement appropriate policies

CHIEF EXECUTIVE OFFICER

- Implements the Local Government's policies and decisions
- Is responsible for the organising the presentation of reports and reporting to the Local Government
- Conducts correspondence between Council and other persons
- Manages and oversees the administration of Council and its Corporate Plan and coordinates the activities of all Council employees.

REMUNERATION TO COUNCILLORS

Councillor remuneration is set by the independent Local Government Remuneration Tribunal established under the *Local Government Act*. The tribunal determines the levels of remuneration for Mayors, Deputy Mayors and Councillors. These pay scales take into consideration factors such as the size of the Council, the area it covers and the population it serves.

During the 2012/2013 financial year, the remuneration for the Mayor, Deputy Mayor and Councillors are set out in the table below.

Councillor	Position	Remuneration	Superannuation	Vehicle Mileage	Total
Fred Pascoe	Mayor	\$74,273.96	\$6,540.63		\$80,814.59
Alan Gurney	Deputy Mayor	\$38,067.96	\$4,568.13	\$6,542.04	\$49,178.13
John Beard	Councillor	\$31,147.56		\$654.16	\$31,801.72
Ashley Gallagher	Councillor	\$31,147.56	\$1,607.05	\$722.24	\$33,476.85
Merle Johnson	Councillor	\$31,147.56	\$3,737.66	\$350.56	\$35,235.78
Brenda Schneekloth ²	Councillor	\$25,229.06		\$106.56	\$25,335.62
Joyce Zahner	Deputy Mayor	\$31,147.56	\$3,737.66	\$117.44	\$35,002.66
Luke Simmons ¹	Councillor	\$4,650.25			\$4,650.25

¹ Elected into office at the 2012 Quadrennial Elections and resigned 20 August 2012

² Re-sworn into office 10 September 2012 following resignation of Councillor

REMUNERATION FOR SENIOR CONTRACT EMPLOYEES

An annual report of a local government must state –

- the total remuneration packages* that are payable (in the year to which the annual report relates) to senior contract employees; and
- the number of senior contract employees who are being paid each of the total remuneration packages.

Under the *Local Government Act*, a senior contract employee is –

- the Chief Executive Officer; or
- any other local government employee who is employed -
 1. on a contractual basis; and
 2. in a position that reports directly to the Chief Executive Officer.

2012/2013 Carpentaria Shire Council Senior Contract Employee information

- 1 senior contract employee with a total remuneration package in the range of \$200,000 – \$300,000
- 2 senior contract employee with a total remuneration package in the range of \$130,000 – \$200,000

*Remuneration Packages includes salary, housing, vehicle use and other expenses and entitlements under a contract of employment.

COUNCIL MEETINGS

Council meetings are held on the third Wednesday and Thursday of each month (subject to alteration in special circumstances). The Council meetings are chaired by the Mayor.

Members of the public are welcome to attend all Council meetings. During the year Council held twelve (12) General Meetings, as well as other special meetings, which Councillors attended.

Councillor	Position	General Meetings	Special Meetings
Fred Pascoe	Mayor	10	1
Alan Gurney	Deputy Mayor	12	1
John Beard	Councillor	12	1
Ashley Gallagher	Councillor	11	1
Merle Johnson	Councillor	11	1
Brenda Schneekloth ¹	Councillor	9	
Joyce Zahner	Councillor	10	1

¹ Cr Brenda Schneekloth sworn in as Councillor on 10 September 2012, following the resignation Councillor Luke Simmons.

CODE OF CONDUCT FOR COUNCILLORS

The *Local Government Act* requires elected members to declare any material personal interests, in matters before Council and to remove themselves from any discussions or decision making on that matter. For a Councillor to have a material personal interest there must be an expectation of personal benefit gain or loss for the Councillor or an associate.

It is so important the community has confidence in its Council and Councillors. *The Local Government Act* sets out specific rules Councillors must follow to ensure transparency and accountability, particularly in relation to receiving gifts and conflicts of interest.

Carpentaria Shire Council follows the Councillor Code of Conduct in accordance with the procedures set down in the Act and Regulations. The Code provides Councillors with a frame of reference about their roles, obligations and acceptable behavioural standards.

There are a number of requirements contained within Section 187 of the *Local Government Regulation 2012*, that are required to be reported within the Annual Report, regarding complaints made about councillors.

For the period 1 July 2012 through till 30 June 2013 there were no breaches or complaints received against any of the sitting Councillors.

Breaches against the Code of Conduct	
Total number of staff code of conduct breaches	Nil
Information on Councillors breaching the code of conduct	Nil
Number of complaints about code of conduct breaches by Councillors	Nil
Number of recommendations from conduct review panel	Nil
Number of complaints resolved	Nil
Number of complaints to Ombudsman	Nil

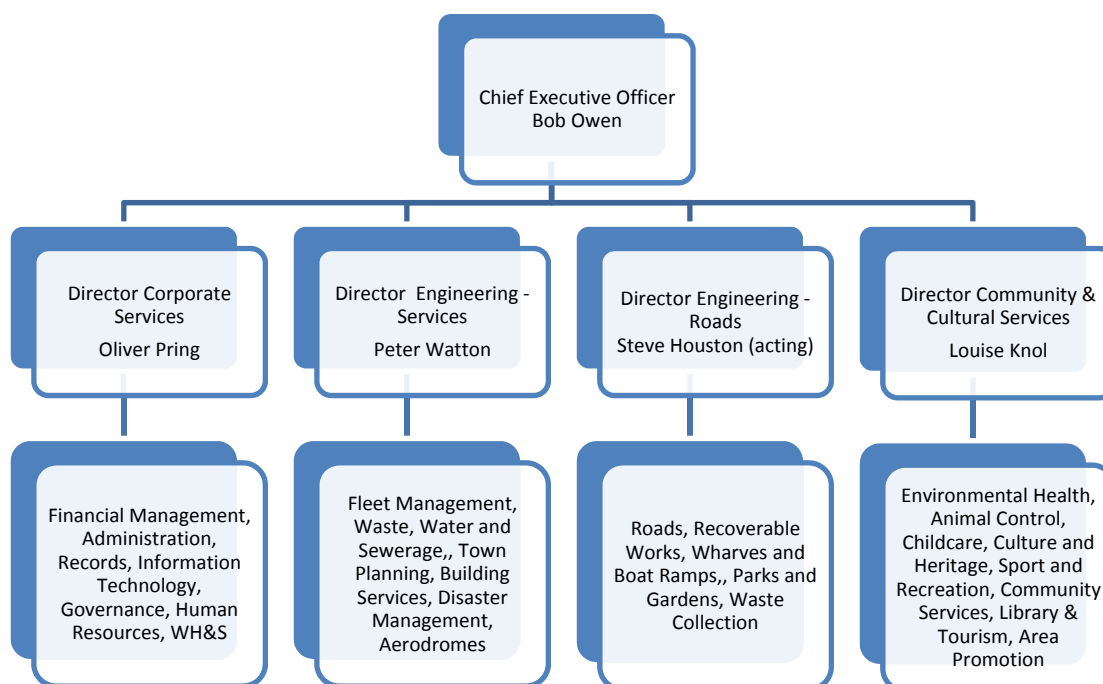
CODE OF CONDUCT FOR STAFF

The Carpentaria Shire Council has developed and adopted a Code of Conduct for Staff. .

The staff code has been incorporated in the Human Resources Policies and Procedures Manual for Council employees and remains the focal point of reference for questions on ethics for our organisation.

- There were no complaints lodged under the staff Code of Conduct.

CORPORATE STRUCTURE



SERVICES OVERVIEW

Governance

To provide a decision making process for the efficient allocation of resources:

- ❖ Finance – rates and charges, grants and subsidies, investments and debt management.
- ❖ Executive - corporate governance
- ❖ Administration - general administration, employee costs, plant and workshop, depot, stores and purchases, recoverable works.

Social

To establish and efficiently manage infrastructure and resources which will help the social well being of the community:

- ❖ Housing - aged persons, staff.
- ❖ Sport and Recreation – libraries, public halls, sporting facilities, parks, public conveniences.
- ❖ Children’s Services – childcare, after school care, vacation care.
- ❖ Community Development - youth services, community programs.
- ❖ Emergency Services – SES, fire brigade

Economic

To provide effective and efficient transport services to the community. Promotion of the shire and improvement of its economic wellbeing:

- ❖ Transport – roads, recoverable road works, airports, wharfs and boat ramps.
- ❖ Planning and Development – subdivisions, building services, town planning.
- ❖ Tourism - area promotions.

Environment

To provide services required by the community. The provisions of an operational framework for good community health:

- ❖ Waste Management - rates and charges, refuse collection, recycling.
- ❖ Animal Control - animal control.
- ❖ Environmental Health - health inspections, mosquito eradication, pest and weed control.
- ❖ Cemeteries - cemeteries.
- ❖ Water - rates and charges, water operations.
- ❖ Sewerage - rates and charges, sewerage operations.

COMMUNITY FINANCIAL REPORT

This Community Financial Report has been prepared pursuant to Sect 179 of the *Local Government Regulation 2012* and is designed to provide an easy to understand summary and analysis of Council's financial results and financial position. To obtain a more detailed understanding of Council's financial results and financial position, refer to the *Financial Statements* and accompanying notes included in the Appendices section of this Annual Report.

THE STATEMENT OF COMPREHENSIVE INCOME

The Statement of Comprehensive Income (often referred to as the Profit & Loss Statement) shows how Council has performed for the past 12-month period. The Income Statement illustrates what we have earned (revenue) and what we have spent (expenses) on maintaining and operating the community services and assets Council provides.

SIMPLIFIED INCOME STATEMENT

For the year ended 30 June 2013

	\$ 000	\$ 000
Operating Revenue	49,095	
less Discounts and remissions	(440)	
less Expenses	(50,054)	
less Interest and finance charges	942	
Surplus / (Deficit) from operations		(457)
add Capital grants and contributed assets		3,087
Gain / (loss) on disposal of non-current assets		(57)
Net result for the period		<u>2,573</u>

THE STATEMENT OF FINANCIAL POSITION

The Statement of Financial Position (often referred to as the Balance Sheet) summarises the financial position of Council at the end of the Financial Year. The statement measures what Council owns (assets) and what Council owes (liabilities) at the end of the Financial Year with the difference between these two components being the net community wealth (equity) of Council.

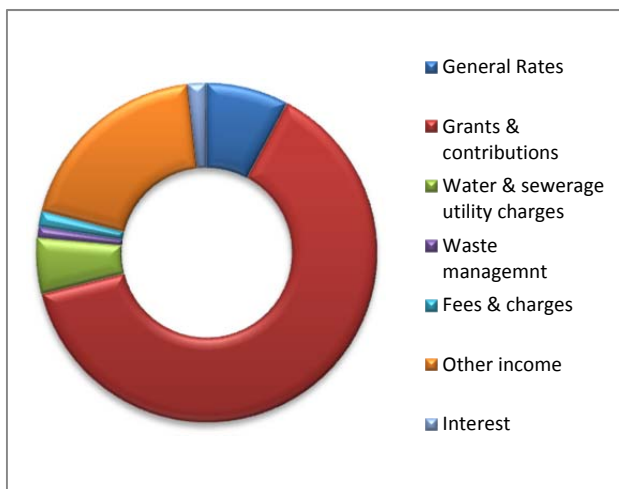
SIMPLIFIED BALANCE SHEET

For the year ended 30 June 2013

	\$ 000
What we have in the bank	28,526
What we own	318,372
What we are owed	5,772
Our total assets	<u>352,669</u>
What we owe our suppliers and employees	3,677
What we have borrowed	4,811
What we need to set aside (provisions)	2,130
Our total liabilities	<u>10,618</u>
Net community assets (wealth)	<u><u>342,051</u></u>

OUR OPERATING REVENUE

Council achieved operating income of \$48,654,709 (before discounts and remissions) during the 2012/2013. How we earned our Operating Revenues



Operating Revenue	%	Amount
General Rates	7.8%	3,811,427
Grants & contributions	63.3%	30,775,334
Water & sewerage utility charges	5.3%	2,598,013
Waste management	1.0%	503,550
Fees & charges	15.0%	728,694
Other income	19.2%	9,363,143
Interest	1.8%	874,548
Total		48,654,709

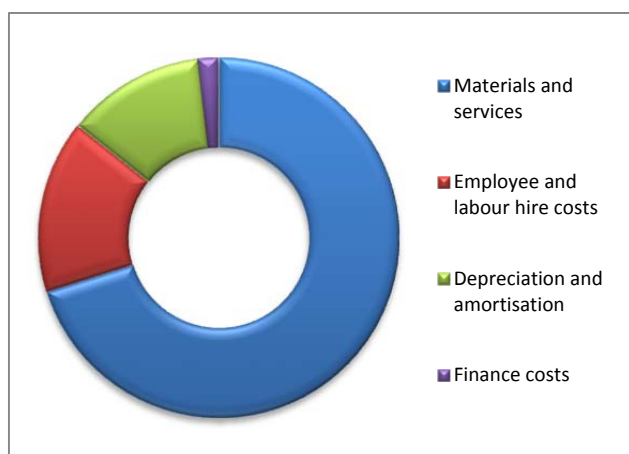
Council endeavours to maximise its revenue from sources other than rates by actively pursuing grants and subsidies from the State and Federal Government and seeking appropriate contributions from the property development sector.

Fees and charges, and utility charges are generally applied on a full cost recovery basis to ensure as much as possible the user pays. These strategies help to minimise the reliance on the general rate to fund Council's operations.

OUR OPERATING EXPENSES

The operating expenses represent the cost to Council of running services, operating facilities and maintaining assets.

Material and services are the goods and services required for operational and maintenance purposes within Council. These make up 72.8 per cent of Council's expenses. Employee and labour hire costs are the labour costs that Council incurs in operating and maintaining the services and assets of the region. Depreciation and amortisation represents the cost of Council's assets over time. These assets include buildings, roads, storm water drains, water and sewerage infrastructure.

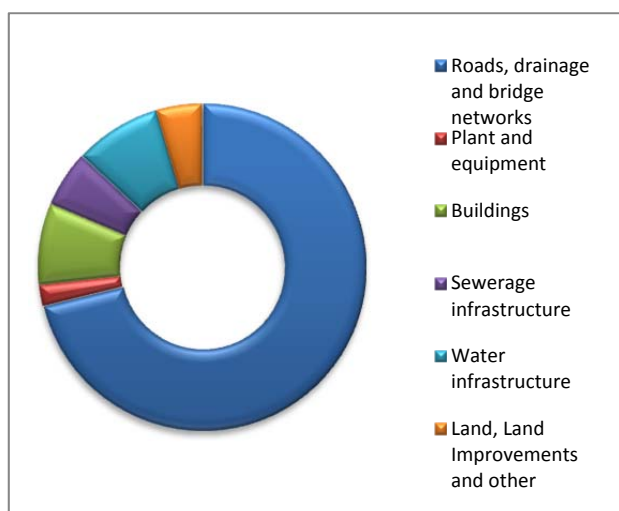


Operating Expenses	%	Amount
Materials and services	72.8%	35,774,627
Employee and labour hire costs	16.1%	7,922,071
Depreciation and amortisation	12.9%	6,357,209
Finance costs	-1.9%	941,777
Total		49,112,130

THE COMMUNITY INFRASTRUCTURE WE MANAGE

Council owns and manages more than \$318 million worth of infrastructure providing benefits directly to the community.

The accounting standards require Council to ensure that its infrastructure assets are recorded at fair value. It is Council's progressive approach to asset management that ensures our assets are optimized and that the community benefits from the greatest value possible.



Our community infrastructure (as at 30 June 2013)	%	Amount
Roads, drainage and bridge networks	71.2%	226,522,795
Plant and equipment	2.1%	6,613,900
Buildings	8.1%	25,724,514
Sewerage infrastructure	5.5%	17,612,637
Water infrastructure	8.5%	27,205,425
Land, Land Improvements and other	4.6%	14,532,012
Total		318,211,283

CAPITAL WORKS UNDERTAKEN

There was some considerable works accomplished by Council workforce during the year including major flood damage restoration works both on Council and Transport and Main Roads controlled roads. Along with maintenance and operations of key Council assets, some major capital works were also undertaken by Council during the 2012/2013 Financial Year, some of these include:

Roads Program

- Footpath construction works both in Normanton and Karumba
- Town Streets Re-Sealing in both Normanton and Karumba
- Kowanyama Floodway works
- Grids on Iffley Road
- Culverts on Burketown Road

Other

- Normanton Office Upgrade
- Flood Cameras & Gauging Stations
- Normanton Reservoir Capacity Increase
- Digital Broadcast Huts
- Continued Water & Sewer Assets Upgrades
-

SUMMARY

The finances of Carpentaria Shire Council were again very strong at year end, even though we funded the bulk of the Capital Projects through our cash reserves. Council is and will continually be looking at alternative streams of revenue to provide the services required by the community.

FINANCIAL PLANNING

Council's total borrowing costs for year ending 30 June 2013 represented 5.0% of total net rates and charges. Council's total loan liability as at 30 June 2013 was \$4.56MM compared to \$4.89M as at June 2012. These loan liabilities have been borrowed for works associated with capital infrastructure.

The term to repay outstanding debt is between 2 and 16 years.

Council's existing debt management strategy is to restructure its budget so that there is less emphasis on external borrowing for such works as road plant and to fund these recurring type capital expenditures from general rates and grants. In so doing Council will be in a good financial position to provide for major community and recreational infrastructure in the future years.

FINANCIAL SUSTAINABILITY RATIOS

Council monitors its financial trend and sustainability by using financial ratios. These indicate whether or not Council is on the right track in terms of its financial performance and future. It acts as a guide to assist Councillors and management on the best course for budgeting for the future.

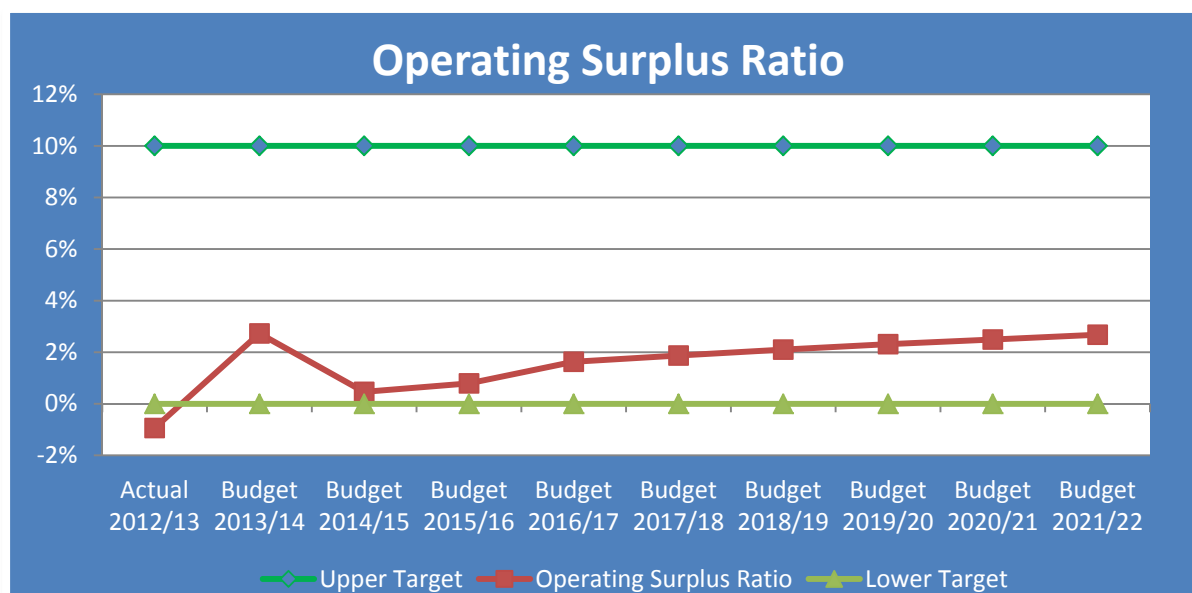
Operating Surplus Ratio

Calculation: Net Result divided by Total Operating Revenue. Expressed as a percentage

Description: This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding or other purposes. The Operating Surplus Ratio is the operating surplus/deficit expressed as a percentage of total operating revenue. A positive ratio indicates that surplus revenue is available. This may be used to support the funding of capital expenditure or used to offset past or future operating deficits. If the surplus is not required for this purpose in a particular year, it can be held to support future capital expenditure funding as a financial asset, used to offset past deficit funding or, where possible, used to reduce current debt levels.

Target: 0 – 10%

2012/2013 Result: -0.94% = this result shows Council's operating expenses are slightly more than its operating revenue.



Net Financial Liabilities Ratio

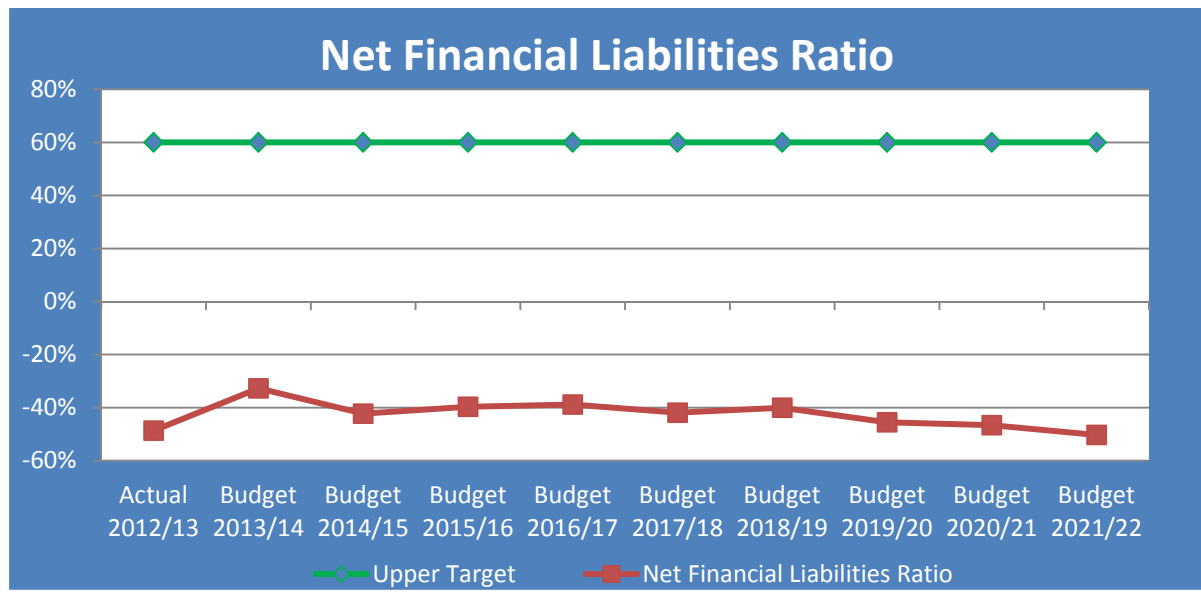
Calculation: (Total Liabilities less Current Assets) divided by Total Operating Revenue. Expressed as a percentage

Description: This is an indicator of the extent to which the Net Financial Liabilities of a local government can be serviced by its Operating Revenues. A ratio greater than zero (positive) indicates that total financial liabilities exceed current assets. These net financial liabilities must be serviced using available operating revenues. A positive value less than 60 per cent indicates the local government has the capacity to fund the financial liabilities and appears to have the

capacity to increase its loan borrowings if required. A positive value greater than 60 per cent indicates the local government has limited capacity to increase its loan borrowings. A ratio less than zero (negative) indicate that current assets exceed total liabilities and therefore the local government appears to have significant financial capacity and the ability to increase its loan borrowings if necessary.

Target: < 60%

2012/2013 Result: -48.67% = this result indicates that Council can comfortably fund its total liabilities from current assets and Council has capacity to increase its loan borrowings should it be required.



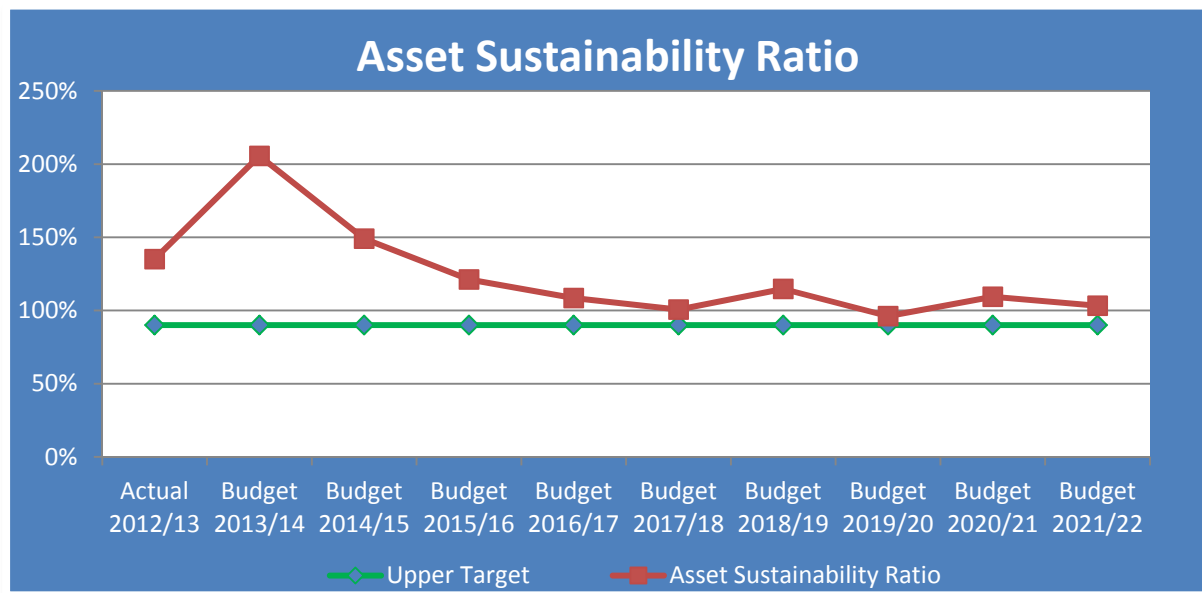
Asset Sustainability Ratio

Calculation: Capital Expenditure (on the replacement of assets - renewals) divided by Depreciation Expense. Expressed as a percentage

Description: This is an approximation of the extent to which the infrastructure assets managed by the local government are being replaced as these reach their useful lives.

Target: > 90%

2012/2013 Result: 135.13%



Working Capital Ratio

Calculation: Current Assets (CA) divided by Current Liabilities (CL). Expressed as X:1 (where X = CA/CL)

Description: This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a local government has liquid assets available to meet short term financial obligations

Target: > 1:1

2012/2013 Result – 1:8 = this result means that for every \$1 of current liabilities, Council just under \$8 to cover it.

Actual 2012/13	Budget 2013/14	Forecast 2014/15	Forecast 2015/16	Forecast 2016/17	Forecast 2017/18	Forecast 2018/19	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23
1:8	1:8	1:7	1:7	1:10	1:11	1:10	1:13	1:12	1:11	1:13

OTHER STATUTORY REQUIREMENTS

Local Government Regulation 2012

This regulation requires a local government to set out a range of information for the benefit of the community. This includes:-

- *details of Councillor and senior executive remuneration*
- *details of any complaints lodged against councillors*
- *details of any complaints made against Council administrative actions*
- *details of any overseas travel by Councillors or staff*
- *details of grants and concessions provided to community organisations*

In addition to statutory requirements, our Council is committed to keeping our community informed and has included additional details such as the cost of services provided by consultants.

PENSIONER RATES REMISSION

Council provides a rates remission to eligible pensioners.

- Council's remission is 30% on all rates and charges (except excess water charges) with a qualifying residency period of at least 10 years within the Shire boundary.
- The applicant must hold a Pensioner Concession Card and be of pensionable age for the purposes of qualifying for an aged pension under the Australian Government guidelines
- Any arrears of rates and charges associated with the residential allotment must be paid in full before a Pensioner becomes entitled to receive the rates remission. This policy is in accordance with State Government Pension Remission Guidelines.

RATE REMISSION / CONCESSIONS (OTHER THAN PENSIONERS)

Council considers applications for remission of rates lodged with Council where it considers the circumstances warrant such action as provided under the Local Government Act. Council may also consider the deferral of rates until a specified time if the circumstances warrant.

REGISTERS

The following registers are held by Council and are available for viewing by members of the public on request:

- Register of Electoral Gifts
- Register of Interest of each Councillor
- Register of Interest of persons related to Councillor
- Minutes of Local Government Meetings
- Road Register/Road Maps
- Schedule of Fees and Charges
- Register of Local Laws and Subordinate Local Laws
- Register of Burials
- Register of Regulatory Fees
- Register of Delegations

- Register of Council Policies
- Register of Contact by Lobbyists

COMPLAINTS MANAGEMENT

The Council has a complaints management process in place. That complaints management process is designed to ensure that any member of the public can lodge a complaint about how they have been dealt with by Council staff or how they have been affected by any Council administrative decision.

The complaints management process is available to the public on Council's website.

During 2012/13, there were nil complaints lodged with Council under the complaints management process.

EQUAL EMPLOYMENT OPPORTUNITY

Carpentaria Shire Council is an Equal Employment Opportunity (EEO) Employer, maintaining that skills and potential are recognised, developed and used to best advantage, so that the best person is selected for the job. Council has formalised this concept into written policy, so as to align with legislative requirements.

The objective of the policy is to ensure a workplace free of discrimination and to promote Equal Employment Opportunity.

Council's EEO Management Plan is aimed at ensuring all employees and applicants for employment are treated fairly, basing selection and promotion only on factors relevant to the job, such as skills, qualifications, abilities and aptitude.

GRANTS TO COMMUNITY ORGANISATIONS

Council has adopted a Grants to Community Organisations Policy which prescribes the types of grants given to community organisations.

The grants provided are

- Direct cash grants to community organisations
- Assets given to community organisations
- Concessions (e.g. rates remitted) for community organisations

Type of Grant	Cost(\$)
Direct cash grants	97,610.42
Concessions	45,983.43
Total	143,593.85

These grants were provided to the following organisations.

Name of organisation	Amount of Grant (\$)
KPA Senior's Cuppa	150.00
Karumba Christmas Tree	200.00
Ntn Police Road Smart Award	200.00
Kba Com Anglers Classic 2013	355.50
CLCAC Indigenous Economic Development Forum	454.55
Normanton Social Fishing Club	478.00
NTN State School Yr10 Graduation	500.00
Little Birung	828.75
NSS - Fete 12-13	840.91
Ntn Gun Club A/Shoot -Donation	1,000.00
Kba SS Camp Fundraiser	1,000.00
2013 Normanton Rodeo	1,406.82
Normanton Bush Races Support	2,421.36
Stingers Support 2013	3,131.91
Etheridge Fire Appeal Lorraine	3,900.00
Karumba State School Flag Pole	1,243.94
NQ Rescue Helicopter S/ship	30,000.00
NQ Sports Foundation LGA Contribution 2012/13	1,058.68
RADF Contribution	5,500.00
Karumba Recreation Club	25,000.00
Karumba Cancer Cuppa	11,960.00
CO Telescope Ntn F/Bridge	5,980.00

97,610.42

Concessions were provided to the following organisations. These were mainly the waiver of hire or rental fees associated with Council facilities.

Name of organisation	Concession	Amount of Concession (\$)
Normanton State School P&C	Use tables and chairs	450.00
Normanton State School/Youth Invest	Career Expo	147.00
NAIDOC Week-Community Internal	NAIDOC Week	1,050.00
QCWA Normanton	Markets x 4	588.00
Go West	Rural Kids Annual function	147.00
The family of the late Mr Alex Sailor	Funeral	147.00
Medicare Local/CSC C&CS	IHHP Writing/Recording Workshops-CYDSI Project	588.00
C&CS -CYSDI	CYDSI Project	588.00
Gulf Christian College	Tables and Chairs - Open Day	252.00
Gulf Christian College	Awards Night	147.00
C&CS - Seniors Week	Ntn Glenore function-Tables & Chairs - Seniors Week	252.00
Daniel Fualalo (DATSIMA)	Child Care Family Fun Day	147.00
Normanton State School	End of Year Function	294.00

Qld Government	Residential Rehab Public Consultation	147.00
Normanton Arts Council	Little Birung Qld Arts Tour	147.00
Mel Riordan	Digital Storytelling Workshop	200.00
Central and North West Queensland Medicare Local	National Youth Week	294.00
Medicare Local Mens Group	Movie Night	147.00
Medicare Local (Brad Richardson)	Close the Gap Meeting	69.00
Centacare Family Services	Chairs	108.00
Normanton Rodeo Committee	Chairs	41.00
Karumba State School P&C	Tables and Chairs	40.00
Karumba Child Care	Licensed Function	147.00
Karumba Children's Centre	Bingo	147.00
Karumba Children's Centre	Money Bingo May & Nov	245.00
Karumba Children's Centre	Money Bingo Fundraiser	69.00
Karumba Blue Light Disco	QPS Blue Light Disco x 3	441.00
Karumba Rec Club	Tables & Chairs - Seniors Week	189.00
Karumba Rec Club	Fundraising - Table & Chairs	369.00
Karumba Rec Club	Cancer Cuppa Function	135.00
Karumba State School P&C	End of Year Function	147.00
Lisa Wells	Mummy's Morning - Monthly	276.00
Karumba Health Clinic	NWH&HS Strategic Plant Community Consultation	147.00
Karumba Health Clinic	Health Board Meeting	172.00
Carpentaria Lions Club	Annual General Meeting	98.00
Emily Bissland (ABC Open)	ABC Open Photo/Video Workshop	588.00
Karumba Progress Association	Angler Classic Tables & Chairs	441.00
Karumba Progress Association	Karumba Xmas Tree	147.00
Karumba Progress Association	Meeting	98.00
Carpentaria Lions Club	Club Meeting	98.00
Karumba Police Station	Waiver of Hire Fees - Chairs	216.00
Go West	Rural Kids Annual function	138.00
Normanton Police Social Club	Christmas Party	207.00
Gulf Sport & Recreation Association	Basketball Workshop	517.50
Gulf Christian College	Swimming/PE Lessons Annual	1,132.00
MILBOE LTD	Cairns to Karumba Bike Ride	500.00
Medicare Local Normanton	Normanton Biggest Winner Challenge 11 weeks	1,138.50
Mt Isa School of the Air	Use of Rodeo Ground Pavilion	482.00
Kristie Geier - Double Lagoon	Horse School November 2012	471.00
Riverside Christian College	YouthTrek @ Normanton Adventure Challenge Camp	471.00
Medicare Local	Waiver of Hire Fees	172.00
Karumba Progress Association	Annual Barra Classic Photocopying/Laminating	690.00
Karumba Cancer Cuppa	Free Photocopying	75.00
Normanton Swimming Club	Wine glasses for auction	60.00
Forensic Services Police Bush Safari	Wine glasses for auction	30.00
Gulf Chronicle	Delivery of Chronicle Normanton	80.00
Community Fundraiser	CSC Set wine glasses Movember	30.00
Melissa De Sloovere	World's Greatest Shave - Akubra	150.00

Karumba Cancer Cuppa	Karumba Cancer Cuppa 2x Akubras	300.00
Karumba State School	Akubra Hat	150.00
Royal Flying Doctors Service	Dental Van	1,350.00
Karumba Golf Club	Akubra Hat	150.00
KSS P&C School Fete 12/13	Hall and Equipment Hires	2,259.68
Karumba Commercial Anglers Classic 2013	Event Support	481.62
Normanton Social Fishing Club	Event Support	483.07
2013 Normanton Rodeo	Provide Support During Event	13,751.06
Normanton Bush Races Support	Provide Support During Event	1,690.33
Stingers Support 2013	Support During the Season	6,191.49
Normanton State School	Mowing of Golf Course for Cross Country Run	869.66
Delta Anniversary	Provide Use of Water Truck	1,336.80
Karumba Recreation Club	Waiver of Chair Hire Fees	148.23
Centacare Official Opening	Waiver of Hire Fees	317.49

45,983.43



APPENDICES

Councillor Expenses Reimbursement Policy

Purpose

The purpose of the expense reimbursement policy is to ensure that Councillors (including Mayors) can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role.

Definition

'Approved Council Business' In respect to the reimbursement of expenses for Councillors, the following are considered to be approved Council business:

- Council Meetings – inclusive of General, Statutory, Special Meetings.
- Standing Committee Meetings.
- Public Consultation Meetings as adopted by Council.
- Items resolved by Council including attendance at functions held outside of the Carpentaria Shire.
- Civic functions conducted by Council namely Australia Day activities, visits by the Governor, Premier, Ministers, Members of Parliament, Defence personnel, State and Federal government representatives, Local Government Association representatives, Gulf Savannah Development representatives, other local government representatives, other affiliated bodies and their parties.
- Community functions such as public meetings, fetes, local committee meetings and annual general meetings, shows or events by invitation to represent the Carpentaria Shire.
- To undertake inspections as conducted by the Mayor and/or Councillors within the Shire in consultation with/or in attendance with the Chief Executive Officer or his representative.
- In regards to the items listed above, it is Council's preference that the Council owned vehicle as provided to the Mayor be utilised for these activities.
The reimbursement to Councillors for their private vehicle usage to attend these activities is not preferable.
- Any unexpected Council business not detailed above can be referred to a subsequent meeting of Council for approval.

Statement of Principles

The policy applies the following simple set of principles as determined by the Minister for Local Government:

- Use of public moneys in the public interest by responsible budgeting and accounting;
- Fair and reasonable allocation of Council resources (allowances, facilities and other benefits) to enable all Councillors to conduct the duties of office;
- Transparent decision-making by public disclosure of policy and resolutions; and
- Accountability for expenditure and use of facilities through full justification and acquittal.

Payment of Expenses

Expenses will be paid to a Councillor through administrative processes approved by Council's Chief Executive Officer subject to:

- the limits outlined in this policy; and
- Council endorsement by resolution for non approved Council Business.

Expenses Categories

Professional Development

A local government will reimburse expenses incurred for:

- mandatory professional development; and
- discretionary professional development deemed essential for the Councillor's role.

Travel as required to represent Council

A local government will reimburse local and in some cases interstate and overseas travel expenses (eg: flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council and
- the activity/event is approved Council Business; or
- the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.

Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the local government's region.

Note: Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending to approved Council business, will be the responsibility of the Councillor incurring the fine.

Travel bookings

All Councillor travel approved by Council will be booked and paid for by Council.

Economy class is to be used where possible although Council may approve business class in certain circumstances.

Airline tickets are not transferable and can only be procured for the Councillor's travel on approved Council business. They cannot be used to offset other unapproved expenses.

Travel transfer costs

Any travel transfer expenses associated with councillors travelling for approved business will be reimbursed.

Example: trains, taxis, buses and ferry fares

Cab charge vouchers may also be used if approved by Council where councillors are required to undertake duties relating to the approved business of Council.

Private Vehicle Usage

Councillors private vehicle usage will be reimbursed by Council if the:

- Travel has been endorsed by Council resolution or is for approved Council Business.
- Total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

A Councillor who uses his or her own vehicle to attend approved Council business namely a meeting, deputation, conference or inspection, shall be paid such allowance per kilometre as prescribed. Reimbursement of vehicle travel costs will be on the basis of distance travelled from place of residence as shown on the electoral roll to the meeting/function location, or Council office and will be paid upon completion of a Councillor reimbursement form.

It is Council's preference that the Council owned vehicle be utilised for these activities. The reimbursement to Councillors for their private vehicle usage to attend these activities is not preferable.

Accommodation

All councillor accommodation for approved Council business will be booked and paid for by Council. Council will pay for the most economical deal available. Where possible, the minimum standards for councillors' accommodation should be three or four star rating.

Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Meals

A local Government will reimburse the costs of meals for a councillor when:

- The councillor incurs the cost personally and
- The meal was not provided:
 - within the registration costs of the approved activity/event
 - during an approved flight.

Incidental Allowance

Up to \$20 per day may be paid by a local government to cover any incidental costs incurred by councillors required to travel, and who are away from home overnight, for approved Council business.

Councillors Spouses

Spouses, partners and family members of Councillor's are entitled to receive expense reimbursement and the provisions of council facilities where these benefits are offered to the Councillor and can be supplied to the spouse, partner and family member at no further cost to the Council.

Council may approve the attendance of spouses or partners at approved Council business for example the annual Local Government Association Conference or official dinners within the Shire.

Additional Expenses for Mayor

Council Vehicle

The Mayor shall have the use of an appropriate Council owned and maintained vehicle which may also be used by other Councillors for approved Council business when available. All vehicle usage is required to be recorded in a log book and made available to the Chief Executive Officer on a monthly basis.

Private usage of the Council owned vehicle as provided to the Mayor shall be recorded by the Mayor in a log book with charges paid to Council at the appropriate rates per kilometre as detailed above on a monthly basis.

To remove any doubt as to when the Council Vehicle is being used for private or approved Council business use, the following summary is provided: The use of a Council vehicle on the way to or from approved Council business is not considered to be private use of the vehicle where such use is reasonable in all of the circumstances. An example of this would be a Councillor has driven to an approved Council business and stops to purchase spare parts for a

vehicle on the way home, such use would be considered to be reasonable in the circumstances and not deemed as private use.

Mobile Phone

The Mayor shall be provided with a Council owned mobile telephone for approved Council business.

Private calls made on the Council owned mobile telephone as provided to the Mayor shall be recorded and paid in full to Council by the caller on a monthly basis.

Hospitality

The Mayor shall be paid an annual allowance of \$1,000 by Council for hospitality expenses deemed necessary to conduct approved Council business.

The Mayor shall provide Council with copies of all receipts for expenditure from the annual allowance the purpose of reporting to Council on a monthly basis.

Provision of Facilities

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

Private use of Council owned facilities

Based on the principle that no private benefit is to be gained the facilities provided to Councillors by local governments are to be used only for approved Council business unless prior approval has been granted by resolution of Council.

The Council resolution authorising private use of Council owned facilities will set out the terms under which the Councillor will reimburse Council for the percentage of private use. This would apply when Councillors have private use of Council owned vehicles and/or mobile telecommunication devices.

Facilities Categories

Administrative tools

Administrative tools should be provided to Councillors as required to assist Councillors in their role.

Administrative tools include:

- office space and meeting rooms
- computers
- stationery
- access to photocopiers
- printers
- facsimile machines
- publications
- use of Council landline telephones and internet access in Council offices.

Secretarial support may also be provided for Mayors and Councillors.

Council may provide a Councillor with home office equipment including a laptop computer, internet or wireless modem access if necessary.

Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use.

This includes the replacement of any facilities which fall under Council's asset replacement program.

Name Badge/Promotional Shirts and Safety Equipment for Councillors

A local government may provide Councillors with:

- a name badge
- promotional shirts embroidered with the Council logo
- other promotional material to be used for Council business
- the necessary safety equipment for use on official business. eg: safety helmet/boots.

Use of Council vehicles on Council business

Councillors may have access to a Council vehicle for approved Council business.

Private Use of Vehicles

Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will, in its resolution to authorise private use, set out the terms for the councillor to reimburse Council for private use.

Insurance Cover

A local government will indemnify or insure councillors in event of injury sustained while discharging their civic duties.

The local government will pay the excess for injury claims made by a councillor resulting from conducting approved Council business.

Fuel Costs

Fuel for a Council-owned vehicle used for approved Council business, will be provided or paid for by Council.

Car Parking Amenities

Councils are to provide councillors with:

- Car parking at the local government office premises and/or
- Reimbursement of parking costs paid by councillors while attending to approved Council business.



CARPENTARIA SHIRE COUNCIL FINANCIALS STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2013