

Rates Collection Policy

Policy Manual 10-2

Council Minutes Ref: **Council Meeting 13th February 2001**
 Council Meeting 4th June 2001
 Council Meeting 1st September 2003
 Council Meeting 11th December 2006
 Council Meeting 2nd February 2009
 Council Meeting 8th June 2009

File Ref: **00099**

Background

Councils are empowered by the Local Government Act 1993 (the Act) to levy rates to pay for services that they provide to ratepayers.

The Act gives councils considerable discretion regarding how rates can be collected; therefore it is appropriate that Council has a policy.

Policy Statement

1. A ratepayer may pay their rates by 2 instalments (section 124)
2. A ratepayer may pay their rates by direct debit (direct debit policy)
3. A notice will be issued for the 2nd, instalment as a reminder
4. No discount will be offered for the early payment of rates (section 130)
5. The rate of penalty and interest to be charged will be determined by Council in accordance with section 128 of the Local Government Act 1993 and amendments. Interest and penalty will be charged on rates instalments not paid within 7 days of the due date.
6. Ratepayers experiencing financial difficulties may make arrangements to pay. Interest will still be charged on overdue amounts, however the threat of legal action will be withdrawn in such cases, provided that the terms of the arrangements are met.
7. Debt recovery action may be taken against a particular ratepayer 21 days after an instalment due date in accordance with section 124 of the Act
8. Where a ratepayer has failed to make or keep an existing payment arrangement for overdue rates, and those rates have been outstanding more than 12 months, the Bailiff may be instructed to recover property debts by means of selling that ratepayer's assets
9. If overdue rates cannot be recovered from the owner of a rental property, or the owner cannot be contacted, in accordance with section 135 of the Act a Rent demand may be sent to the tenants of the property to pay Council the rent in lieu of rates

10. Rates may be postponed in accordance with section 125 of the Act and Council's Postponement policy
11. Any proposal to sell a property to recover unpaid rates will be referred to Council for decision
12. Council shall be advised of the overall level of unpaid rates in the Monthly Financial Performance Statistics report

Review: 3 years

Status: *Current 02/02/2012*

DOCUMENT CONTROL SHEET

Policy Name: Rates Collection Policy

Policy Manual No: 10-2

Department: Corporate Services

Date Policy Approved by Council

Issue No	Issue Date	Officer	Nature of Amendment
Draft			Draft issue for comment
V 1.0			Changes made following distribution of Draft.
	1 st September 2003	Allan Wise	To Council for amendment and adoption
	11 th December 2006	Allan Wise – Revenue Co-ord	To Council for 5 year renewal as amended
	2 nd February 2009	Taryn Townsend – Revenue Co-ordinator	To Council for amendment and adoption
	8 th June 2009	Taryn Townsend – Revenue Co-ordinator	Changes to incorporate new instalments. To Council for amendment and adoption