



RICHMOND SHIRE COUNCIL REVENUE POLICY

POLICY NUMBER:	019
INFOPERT REF:	73233
TIME PERIOD OF REVIEW:	1 Year
DATE OF NEXT REVIEW:	July 2024

1. OBJECTIVE

The purpose of this revenue policy is to set out the principles used by Council in:

- The making and levying of rates and charges
- The recovery of unpaid rates and charges
- The granting of rebates and concessions

2. EXPLANATORY NOTE

Council is required to review and adopt its Revenue Policy prior to the end of each financial year. The Revenue Policy is intended to be a strategic document, its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue. This Revenue Policy will be of interest to ratepayers, federal and state government, community groups and other interested parties seeking to understand the revenue policies and practices of Council.

3. PRINCIPLES

a) Principles used for the **making and levying** of rates and charges

In general Council will be guided by the principle of user pays in the making of rates and charges so as to minimise the impact of rating on the efficiency of the local economy.

Council will also have regard to the principles of:

- transparency in the making of rates and charges;
- having in place a rating regime that is simple and inexpensive to administer;
- equity by taking account of the different levels of capacity to pay within the local community; and
- flexibility to take account of changes in the local economy.

In levying rates Council will apply the principles of:

- making clear what is the Council's and each ratepayers' responsibility to the rating system;
- making the levying system simple and inexpensive to administer;
- timing the levy of rates to take into account the financial cycle of local economic activity, in order to assist smooth running of the local economy; and
- equity through flexible payment arrangements for ratepayers with a lower capacity to pay.

b) Principles used for the **recovery of unpaid** rates and charges

Council will exercise its rate recovery powers in order to reduce 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;
- capacity to pay in determining appropriate arrangements for different sectors of the community;
- 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.

c) Granting of **Rebates and Concessions**

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

- equity by having regard to the different levels of capacity 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 economic issues.

Consideration may be given by Council 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 Government.

d) Setting of **Miscellaneous fees and charges**

In setting miscellaneous fees and charges, Council will apply the following guidelines:

- Fees associated with regulatory services will be set at no more than the full cost of providing the service or taking the action for which the fee is charged. Council may choose to subsidise the fee from other sources (e.g., General rate revenue)
- Charges for commercial services will generally be set to recover the full cost of providing the service and, if provided by a Business of Council, may include a component for return on Council's investment. Council may choose to subsidise commercial fees that are not provided by a Business of Council from other sources (e.g., General rate revenue)

4. RELEVANT DOCUMENTS

- *Richmond Shire Council's Revenue Statement*
- *Richmond Shire Council's Corporate Plan*
- *Richmond Shire Council's Operational Plan*

5. LEGISLATION

- *Local Government Act 2009 S104(5)(a)(iv)*
- *Local Government Act 2009 S104(5)(c)(iii)*
- *Local Government Regulation 2012 S193*

6. IMPLEMENTATION

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

7. APPROVAL

Date of Adoption: 16 March 2010
Policy Reviewed: General Council Meeting 24 July 2023
Resolution Number: 20230724.3

Policy Authorised: Peter Bennett
Chief Executive Officer