

# STAFF REPORT

**TO:** Chair and Members, Corporate Services Committee  
**FROM:** Accounting Manager  
**DATE:** 16 June 2010  
**SUBJECT:** Rates Payment – RFN10-06-04

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## Purpose

The purpose of the report is to provide an update to the Committee on the various payments options available to the ratepayer.

## Discussion

The rates are “struck” each year on 1 July by passing a Council resolution on a day in the preceding June. Under section 44 of the Local Government Rating Act, a rates assessment must be delivered to each ratepayer giving notice of the rates liability; the amount and description of each rate; and the total amount of rates payable on the rating unit for the financial year. This is achieved by Council producing and delivering the first instalment of the Rates Assessment Notice (RAN) in August each year.

The RAN provides ratepayers with the total rates; discount dates; discount percentages and amounts; due date of the first instalment; and penalty percentage if payments are received late. Where an adjustment is made to a ratepayers rates i.e. the removal of an incorrectly applied rate, an amended assessment is generated.

Payment options available to ratepayers are:

- Paying the full year’s rates and receiving a discount
- Paying in quarterly instalments
- Paying by direct debit; weekly, fortnightly, monthly, or quarterly
- Paying by direct credit; weekly, fortnightly or monthly
- Internet banking
- Work is also underway for payments to eventually be made by credit card via Council’s enhanced website.

Rates invoices are system generated quarterly in the months of August; November; February and May. However in the interests of cost and efficiency, rates invoices are not printed for instalments two, three, or four if the total due is either nil, or in credit. The invoices remain available within the system and can be printed if requested.

**Recommendation**

**THAT the Rates Payments report RFN10-06-04, dated 16 June 2010 be received.**

Russell Holden  
Accounting Manager