

POLICY NO: 1.2.12

RATES AND SERVICE CHARGES

OBJECTIVES

To establish a standard for charges relating to rates and service charges in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

POLICY STATEMENT

1. Options and conditions

The following payment options, time frames, charges and interest rates shall apply to rates and service charges.

Option	Admin Charge	Late Payment Interest Charge	Incentive	Due Dates
Pay in full	Nil	N/A	No	35 days following issue of rate notice
2 equal instalments	Yes – 1 only	Yes	No	35 days following issue of rate notice; and 63 days after due date of 1 st instalment
4 equal instalments	Yes – 3 only	Yes	No	35 days following issue of rate notice; 63 days after due date of 1 st instalment; 63 days after due date of 2 nd instalment; 63 days after due date of 3 rd instalment
Negotiations Special Payment Arrangements	Yes	Yes	No	As determined in agreement

2. Administration Fee

An Administration Fee, as adopted in the Annual Budget, together with an interest charge, not greater than the maximum rate of interest allowed under Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, is applicable. Such interest is to be calculated in accordance with Regulation 69 of the *Local Government (Financial Management) Regulations 1996*, being on a simple interest basis by applying the rate of interest imposed by the local government to the amount of each instalment.

3. Negotiated Special Payment Arrangements (NSPA)

- (a) In accordance with the provisions of Section 6.49 of the *Local Government Act 1995*, a local government may enter into a Negotiated Special Payment Arrangement with a ratepayer for the payment of rates and service charges;
- (b) An Administration fee as adopted in the annual budget will apply for each payment arrangement, for each assessment; and
- (c) A NSPA will be administered in accordance with Policy No. 1.2.13 – ‘Recovery of Debts, Rates and Service Charges’.

Delegated Authority

The Chief Executive Officer will administer and enforce this Policy, Guidelines and Procedures, in accordance with the Council Delegated Authority Register.

Date Adopted:	8 June 2010
Date Amended:	-
Date Reviewed:	-
Date of Next Review:	June 2015