



Croydon Shire Council

REVENUE POLICY

Document Control

Responsible Officer:

Finance Manager

CEO Signature:

Date:

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Category (tick):

- ☒ **Policy** *Council resolution required*
☐ **Procedure** *CEO approval required*
☐ **Guideline** *CEO approval required*

Approval date	Head Policy #	Reference Number	Reason/Comment	Next review
13/7/23	NA	POL STAT 04	Annual Review	June 2024

1. Purpose

The purpose of this revenue policy is to set out the principles used by Council in 2023/24 for:

- making of rates and charges
- levying of rates
- recovery of overdue rates and charges
- concessions for rates and charges
- setting of fees and charges
- charges for infrastructure development costs

2. Scope

This policy applies to all residents of Croydon Shire whom rates and charges may be applied to.

This policy also applies to all Council employees involved in calculating and applying rates and charges to the Croydon community.

3. Background

The *Local Government Act 2009* and *Local Government Regulation 2012* require Council to review its Revenue Policy annually. The Revenue Policy must be reviewed in sufficient time to allow an annual budget consistent with the Revenue Policy to be adopted for the next financial year.

4. Legislation

Local Government Act 2009

Local Government Regulation 2012

5. Definitions

Concession is a preferential allowance, rate or discount given by Council.

Fees and Charges the cost applied to a range of Council services, i.e. development applications, animal registrations, infrastructure charges and facility/equipment hire etc.

Rates are a tax levied on property by local government.

6. Revenue Policy

The purpose of this policy is to set out the principles used by Council in 2023/24 based on the following criteria.

6.1 Principles used for making 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 minimize the impact of these charges on 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;
- The cost of maintaining existing facilities and necessary services;
- Equity by taking account of the different levels of capacity to pay within the local community; and
- Flexibility to take account of the changes in the local economy.

6.2 Principles used for the levying of rates

In levying rates Council will apply the principles of:

- Making clear what is the Council's and each ratepayer's responsibility in relation 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 the local economic activity, in order to assist smooth running of the local economy;
- Equity through flexible payment arrangements for ratepayers with a lower capacity to pay.

6.3 Principles used for the recovery of 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;
- Equity by having regard to capacity to pay in determining appropriate arrangements for different sectors of the Community;
- Providing the same treatment for ratepayers with similar circumstances; and
- Flexibility by responding where necessary to changes in the local economy.

6.4 Concessions for rates and charges

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;
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- Transparency by making clear the requirements necessary to receive concessions; and
- Flexibility to allow Council to respond to local economic issues.

Council may give consideration to granting a class concession in the event that all or part of the Shire is declared a natural disaster area by the State Government.

6.5 Principles for setting fees and charges

In general Council will be guided by the principle of user pays in making all other charges.

When determining Commercial Charges, Council takes into account “user pays” principles and market conditions when determining commercial charges for Council services and facilities.

Council adopts cost recovery fees each year. The general criteria used in the calculation of these fees is to base them on the average cost of providing the service to be charged for, while also ensuring they are at a rate that still makes them accessible to local residents.

All fees set by Council are included in a Register of Fees and Charges as adopted by Council and amended from time to time.

6.6 Principles for setting infrastructure charges

As new developments are deemed to have significant social and other benefits, Council will seek to negotiate funding for headworks with developers as part of the planning application process.

7. General

- Council will maintain its operating capability at existing levels, as a minimum;
- Council will fully fund its depreciation charges;
- Council will continue to apply for funding from State and Federal government departments;
- Council will recover administrative and engineering costs through Council economic services;
- Council will comply with all Goods and Services Tax requirements.

8. Related Documents

- Revenue Statement
- Fees & Charges Schedule
- Rates and Charges Debt Collection and Recovery Policy