

POLICY



Date adopted: 30/05/2017
File no: 128745-1
Minute number: 148/2017

Policy title: **EMPLOYEES AND COUNCILLORS - PAYMENT OF RATES BY INSTALMENT**

Directorate: ORGANISATIONAL SERVICES

Branch: FINANCE

Policy objective: To provide guidelines for the efficient payment by the due date of rates by employees and councillors, with minimum disruption to the Council's general rate functions.

Policy scope:

This policy will apply to all employees and councillors.

Definitions:

Not applicable.

Policy statement:

The following procedure is to be undertaken for this policy:

Employee ratepayers may have rate instalments deducted from their wages or salaries, on the basis of the following guidelines:

1. Applications are to be made in writing by the employee or councillor.
2. Applications must be in respect of properties owned by the employee or councillor.
3. Applicants must have no arrears of rates in order to be eligible. Should an account be in arrears such that the instalments are not sufficient, then the account will be reviewed by the Director of Organisational Services in order to remedy the matter.
4. Payments are to be made in advance (ie deductions in respect of the next rates assessment would begin following the issue of the previous assessment).
5. Discounts will be allowed provided payments remain in advance of the discount day of each assessment.
6. Payments will be set at a level sufficient to pay the expected amount outstanding by the due date.
7. Any refunds of excess rates paid will only be dealt with through the issue of a refund cheque during the subsequent weekly cheque run following the receipt of a written request for a refund.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME

