



Shire of Derby / West Kimberley

RATING ADMINISTRATION POLICY

POLICY OBJECTIVE

The objective of this policy is to clearly set out guidelines for the calculation of rate increases, determination of non rateable land, various methods for the payment of rates, write off of minor outstanding payments and associated rating procedures applicable within the Shire of Derby/West Kimberley.

POLICY STATEMENT

1. Calculation of Rates and Charges

Rates are to be raised in accordance with the *Local Government Act 1995*, calculated by the rate in the dollar set by Council for each financial year.

Any applications for objections or disputes must be received within 45 days of the issue of the original rates notice to be considered by Council.

2. Determining Non Rateable Land

Non rateable land is defined in accordance with Section 6.26 of the *Local Government Act 1995*. The Chief Executive Officer (CEO) is to determine the validity of claims for non rateable land.

When determining application in accordance with Section 6.26 (2) (g) of the *Local Government Act 1995* ("land used exclusively for charitable purposes") the organisation is to provide evidence that the property is used for a charitable purpose. In doing so, the CEO will have regard to relevant cases determined by the State Administrative Tribunal.

Any determinations made in accordance with Section 6.26 are to be reviewed every two years where practicable.

3. Instalment Options for Payment of Rates and Charges

Ratepayers may choose to pay rates and charges using one of Council's three instalment options.

Instalment Option 1 – one payment covering all rates and charges, including any arrears that may apply. A discount or prize draw will be set by Council each financial year to be applied to this option for full and early payment of rates.

Instalment Option 2 – two payments covering all rates and charges. An instalment administration fee is charged per instalment as well as instalment interest.

Instalment Option 3 – four payments covering all rates and charges. An instalment administration fee is charged per instalment as well as instalment interest.

Any arrears outstanding from previous financial years must be paid in addition to the first instalment to be eligible for the instalment option.

Instalment interest accrues at a rate set in the budget each year, on any late instalment payments. If an instalment remains unpaid 14 days after the issue of the instalment reminder notice, a letter will be sent advising of impending legal action if the instalment is not paid.



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Should a ratepayer choose to undertake instalments and then clear their account before the original due date, then the administration and interest costs will be reversed.

Council sets the due dates for instalments in the budget each financial year. The *Local Government Act 1995* states that the due dates for instalments must be at least two months apart.

After 14 days from the issue of the original rate notice, ratepayers forfeit the right to undertake the instalment option provided.

4. **Alternative Payment Arrangements**

Alternative payment arrangements can be made in accordance with Council policy *Financial Hardship*.

An administration fee as per the annual budget's schedule of fees and charges is to be applied and payable with the first instalment.

Should an alternative instalment payment not be made by the date specified in the agreement between the Shire and the ratepayer, recovery action on the balance of the rate account inclusive of any overdue alternative instalment is to be commenced.

5. **Raising of Minor Penalties**

For operational efficiency purposes, late payment penalties shall not be raised until the amount exceeds \$5.00.

Where, in the opinion of the CEO, a ratepayer is clearly aware that penalty exists but refuses to pay the cost, the penalty will be raised.

Penalties will be applied to outstanding assessments for the previous month following the end of month balancing procedures.



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Policy Details			
Original Adoption date:	29 July 1998	Review Frequency:	2 years
		Next Review Due:	November 2027
Policy Implementing Officer or Team:	Manager Corporate Services	Policy Reviewer:	Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	<i>Local Government Act 1995</i> , Part 6 Financial Management, Div. 6 Rates and service charges		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Financial Hardship Policy		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	27 August 2009		
2.	24 June 2021	Item 11.2 Res. 57/21	
3.	24 February 2022	Item 11.5 Res 07/22	
4.	30 March 2023	Item 10.1 Res. 15/23	
5.	19 January 2024	The Director Strategic Business utilised AUTH033 Local Government Act 1995 s.5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer), to make minor changes using delegation 1.1.34 Minor Amendments to Policies and Delegations. Synergy Record No. N21078	
6.	29 February 2024	Item 12.3 Res. 09/24	
7.	27 November 2025	Item 14.1 Res. 46/25	