



Electronic Issue of Rate Notices Policy

Date policy was adopted by Council:	25 March 2009
Resolution number:	101/09
Previous Policy review date:	November 2013
Next Policy review date:	May 2016
Reference number:	C0917567

1. OUTCOMES:

To allow for the electronic issuing of rate notices.

2. POLICY:

This policy is designed to enable Council to issue electronic rate notices which conforms with Section 710 of the *Local Government Act 1993*.

3. DEFINITIONS

Nil

4. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

Section 710 (d1), *Local Government Act (NSW, 1993*

5. CONTENT:


1. Council offer all ratepayers the option of receiving rate notices via electronic format.
2. Acceptance of the option to receive electronic rate notices must be in writing.
3. Before Council accepts the ratepayer's request, the email address is tested as valid.
4. The ratepayer agrees in writing that he/she will notify Council within 7 days of any change in email address.
5. The right to receive electronic rate notices is lost should the ratepayer default on a quarterly instalment.
6. Council's printing house must produce a record to demonstrate that those electronic rate notices have been appropriately served.

6. PERFORMANCE INDICATOR

Nil

7. RELATED DOCUMENTS

Electronic Rate Notices Procedure.

POLICY:-		
Policy No:		
Policy Title:		Electronic Issue of Rate Notices
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PROCEDURES/GUIDELINES:-		
Date Procedure/Guideline (if any) was developed:		April, 2007
RECORDS:-		
Container Reference in TRIM: Policy		SF080616
Container Reference in TRIM: Procedure		SF080761
Other locations of Policy:		Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:		Intranet (linked to TRIM Container)
DELEGATION (if any):-		Nil
RESPONSIBILITY:-		
Draft Policy developed by:		Revenue Accountant
Committees (if any) consulted in the development of the Draft Policy:		Nil
Responsibility for Implementation:		Revenue Accountant
Responsibility for Review of Policy:		Revenue Accountant
INTEGRATED PLANNING FRAMEWORK:		
Community Strategic Plan:		Strategic Priority No.
Delivery Program Title:		
Operational Plan:		Program No.
Senior Authorising Officer	Position General Manager	Signature/Date  25 March 2009

ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			
New	6 September 2006	482	Item 16
Reconfirmed	25 March 2008	101/09	Item 16/14

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME
18 April 2011	Revenue Accountant	Barry Thomas
November 2013	General Manager	Gary Chapman