

Overpayment of Rates Policy

Version: 1.5

Date updated: 29 November 2017

Responsible Department: Finance

1. Purpose

This policy details the criteria for refunding balances that are in credit as a result of an overpayment of rates.

2. Definitions

Council	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989
Authorised Officer	A person appointed by Council other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council
Rate Account	Means any land that is rateable under Section 154 of the Local Government Act 1989
Overpayment of Rates	If Council receives more money than it requires from the rates levied

3. Scope

The policy covers all rate accounts administered by Council.

Management Committee adopted policy documents change from time to time. Therefore, you should not rely on a printed copy being the current version. It is recommended that you consult the online reference copy at <http://boris/policies/> to ensure that the version you are using is up-to-date (this is easily verified by consulting the Version No. above).

4. Context

The Local Government Act 1998 makes provisions for Councils to refund balances that are in credit as a result of an overpayment of rates. All rates commence from the adoption of the budget. However, overpayments of rates can be made in error at any time.

5. Policy

All amounts overpaid shall be carried forward as a credit for the following financial year, unless:

- a) The ratepayer is a pensioner and requests to have the amount refunded, or
- b) The refund is warranted at the discretion of an authorized officer.

6. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of the relevant Management Committee.

7. Review

The next review of this document is scheduled for completion by 30 July 2021.

8. Breaches

For any breaches of this procedure, affected ratepayers would be able to access the mechanisms available under Council's Complaint Handling Framework.