

Policy Title	REVENUE POLICY
Policy Number	FIN-005
Business Unit	CORPORATE SERVICES / FINANCE
Date of Adoption	28/06/2024
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Review Date	28/06/2025
Date Repealed	

1. POLICY SUMMARY

This policy sets out the principles used by the Northern Peninsula Area Regional Council (NPARC) in the 2024-25 Budget in the setting of rates and charges, and cost recovery methods.

NPARC is required to prepare and adopt a Revenue Policy in accordance with S133 of the *Local Government Regulation 2012 (Qld)*.

The Policy must be reviewed annually and in sufficient time to allow an annual budget to be adopted that is consistent with the policy. Accordingly, the principles contained in this policy are applied in the determination of rates and charges as detailed in NPARC's 2024-25 Revenue Statement.

As the council is unable to levy rates on properties in the Northern Peninsula Local Government area, all reference to "rates and charges" in this policy shall mean the provision of utility charges.

2. POLICY OBJECTIVES

The purpose of this revenue policy is to set out the principles used by council for the making, levying, recovery and concessions for rates and utility charges and the setting of cost-recovery fees and infrastructure charges.

3. BACKGROUND

This policy replaces the previous Revenue Policy approved in 2023.

This policy applies to all personnel that are involved in the making, levying, recovery and concessions for rates and utility charges and the setting of miscellaneous fees and charges for the Council.

4. POLICY STATEMENT

4.1 Principles used for the making of rates and utility charges

In general, the Council will be guided by the principle of user pays in the making of rates and utility charges so as to minimise the impact of rating on the efficiency of the local economy, however the council will depart from that approach when it is in the community interest to do so.

The Council will also have regard to the principles of:

- transparency in the making of rates and utility charges;
- equity by taking account of the different levels of capacity to pay within the local community; and

- flexibility to take account of changes in the local economy.

In levying rates and utility charges the council will apply the principles of transparency and equity by:

- clearly setting out the council's charging processes and each resident's responsibility under the system;
- making the levying system simple and inexpensive to administer;
- timing the levying to take into account the financial cycle of local economic activity, in order to assist the smooth running of the local economy; and
- making available flexible payment plans for residents with a lower capacity to pay.

Council will exercise its rate recovery powers in order to reduce the overall rate burden on residents. In doing so it will be guided by the principles of transparency and equity by:

- making clear the obligations of residents and the processes used by council in assisting them to meet their financial obligations;
- making the processes used to recover outstanding rates and utility charges clear, simple to administer and cost effective
- considering the capacity to pay in determining appropriate payment plans for different sectors of the community; having regard to providing the same treatment for ratepayers with similar circumstances, and
- flexibly responding where necessary to changes in the local economy.

In considering the application of concessions, council will be guided by the principles of transparency and equity by:

- having regard to the different levels of capacity to pay within the local community;
- applying the same treatment to ratepayers with similar circumstances;
- making clear the requirements necessary to receive concessions, and
- flexibly responding to local economic issues.

Consideration may be given by council to granting a class concession in the event all or part of the local government area is declared a natural disaster area by the State Government.

In setting cost-recovery fees, council will apply the following guidelines:

- fees associated with regulatory services will be set at no more than the full cost of providing the service or taking the action for which the fee is charged. Council may choose to subsidize the fee from other sources.
- fees associated with commercial services will be set to recover the full cost of providing the service and, if provided by a Business of Council, may include a component for a reasonable return on capital.

To minimise the impact of infrastructure charges on the efficiency of the local economy, council will be guided by the principle of user pays in the making of infrastructure charges for new development, to the extent permissible by law. However, the council will depart from that approach when it is in the community interest to do so.

Council will also have regard to the principles of:

- transparency in the making of infrastructure charges;
- having in place a infrastructure charging regime that is simple and inexpensive to administer;
- equity by taking account of the different levels of capacity to pay within the local community; and
- flexibility to take account of changes in the local economy.

5. RELATED LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

6. RELATED DOCUMENTS

FIN-001 DEBT POLICY

FIN-002 FINANCIAL DELEGATIONS POLICY

FIN-003 INVESTMENT POLICY

FIN-004 PROCUREMENT POLICY

NPARC Annual Revenue Statement 2024/2025

7. DEFINITIONS

All definitions are as per the *Local Government Act 2009 (Qld) (LGA 2009)* and *Local Government Regulation 2012 (Qld) (LGR 2012)*.

8. REVIEW MECHANISM

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Annually as part of the Statutory Annual Budget Preparation.

9. AMENDMENTS

Document History	Date	Council Resolution Number	Notes (including the prior Policy number, details of change/s, etc)
Original	25/06/2013	4.1 250613	
Amendment 1	30/07/2014		
Amendment 2	26/02/2019	7.1 260219	
Amendment 3	29/07/2020	2.1 290720	
Amendment 4	22/07/2021	EO6.2 – 22072021	Updated
Amendment 5	27/07/2022	C8.2-27072022	Updated
Amendment 6	14/12/2022	C11.2.1 -14122022	Updated
Amendment 7	27/06/2023	C6.3.3.-27062023	
Amendment 8	28/06/2024	C6.1.3-28062024	



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CHIEF EXECUTIVE OFFICER

28/06/2024