

PURPOSE

The purpose of this policy is to help ratepayers and members of the community who are suffering financial hardship by providing relief from the requirement to pay Council Rates, Fees and Charges.

SCOPE

This policy applies to a person or business who is responsible for the payment of Rates and Charges or Council Fees (as defined below) but does not have the financial capacity to do so and is assessed as being in genuine financial hardship.

This policy applies to Rates payable for a ratepayer's principal place of residence or commercial or industrial properties. It will also apply to Council charges other than Rates such as, for example, dog registration fees, fines, or application fees.

This policy does not apply to Council facility hire fees.¹

STRATEGIC PLAN ALIGNMENT

Making Lives Better

Objective 1.1 Know our communities and what they value

Strategy 1.1.1	Guide decision making through continued community engagement based on our community plan
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Leading Our Community

Objective 4.1 Govern in the best interests of our community

Strategy 4.1.1	Manage Council for maximum efficiency, accountability and transparency
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Strategy 4.1.3	Maximise regulatory compliance in Council and the community through our systems and processes
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Objective 4.2 Prioritise our resources to achieve our community's goals

Strategy 4.2.1	Deploy the Council's resources effectively to deliver value
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RELATED DOCUMENTS

Nil.

STATUTORY REQUIREMENTS

Sections 125 and 126 of the Local Government Act 1993 (the Act) sets out the circumstances in which a Council can consider an application for deferment or waiver of rates, charges and penalty Interest. This Policy must be read in conjunction with these sections and does not take precedence over them.

¹ Other Council policies may set processes and procedures relating to the remission, waiver or reduction of fees and charges other than Rates. Please contact Council for further information.

Acts	Local Government Act 1993 Valuation of Land Act 2001
Regulations	N/A
Australian/International Standards	Rates and Charges Policy Postponement of Rates Policy

DEFINITIONS

Payer means a person or business who is responsible for the payment of Rates and/or Fees and Charges charged by Glenorchy City Council. This may be the owner of the property or could also be a person renting the property if the rental agreement requires that person to pay the Rates.

Fees and Charges includes dog registration fees, various application fees (excluding facility hire fees), fines and other Council charges that do not appear on the Rates Notice.

POLICY STATEMENT

Introduction

Council invokes Rates, Fees and Charges to ensure that it can provide services to the community and comply with its obligations as the local government for the Glenorchy City under the Act. However, Council recognises that sometimes a person's personal financial circumstances mean that it is appropriate for Council to grant that person relief from the payment of Rates, Fees and Charges.

In determining when it is appropriate to grant relief from payment of Rates, Fees and Charges, Council must balance the requirement to raise enough revenue to provide services to the community with its need and desire to show compassion to its community members and ensure that everyone can access Council's services, irrespective of their financial position.

Who does this policy apply to?

This Policy applies to a person or business who is responsible for the payment of Rates, Fees and Charges (the **Payer**) who has made an application for assistance under this Policy.

What is 'genuine financial hardship'?

To be eligible to receive assistance under this policy the Payer must be experiencing 'genuine financial hardship'.

'Genuine financial hardship' is when the Payer is genuinely unable to pay their bills or meet other financial obligations. The Payer will not be in genuine financial hardship if it is simply inconvenient for them to pay their Rates, Fees or Charges or other bills.

Council will only consider granting relief under this policy to the Payer who is found to be suffering genuine financial hardship.

What are 'Rates'?

Under this policy, a Payer who is responsible for the payment of Rates can apply for relief from the payment of 'Rates'.

The term 'Rates' under this policy means any charge that appears on a Rates notice. This includes:

- general rates (the 'cents in the dollar' amount charged for a property),
- the service charges that Council levies to pay for garbage, recycling and FOGO bin collection, and
- any interest or penalties that Council can charge if the Rates are not paid on time (including any costs that Council would charge for the recovery of overdue rates).

What are Council Fees and Charges?

A Payer who is responsible for the payment of Fees and Charges can apply for relief from paying such fees and / or charges such as dog registration fees, application fees, fines or other Council charges that do not appear on Rates Notices.

The types of help that Council can give

A Payer of Council Rates who believes they are suffering genuine financial hardship can apply to Council for either:

- deferral of the payment of Rates (i.e. paying Rates after they would normally be due)
- waiver of Rates, in-part (i.e. not being required to pay some of the Rates bill), or
- waiver of interest, penalties and legal charges invoiced in respect of a Rates bill, in-part or in-full (i.e. not being required to pay any extra fees that Council may have charged for the Rates not being paid on time).

A Payer responsible for Council Rates can apply for one or more of the above types of relief when making an application.

A Payer of Council Fees and/or Charges who believes they are suffering genuine financial hardship can apply to Council for:

- deferral of the payment of the Fees and Charges after they would normally be due,
- waiver of interest, penalties and legal Fees and Charges, in-part or in-full (i.e. not being required to pay any extra fees that Council may have charged for the Fees and Charges not being paid on time).

A Payer responsible for payment of Fees and Charges can apply for one or more of the above types of relief when making an application.

How to make an application

The Payer seeking relief under this Policy can apply to Council by completing an application form and describing why they are in genuine financial hardship.

The application form will be available on Council's website (www.gcc.tas.gov.au) and will also be able to be collected in person from Council's Chambers.

The forms can be submitted to Council by email (to gccmail@gcc.tas.gov.au) or can be given to our Customer Service Staff at Council's Chambers.

Council staff will contact the applicant once an application is received to advise how long it will take to assess, and if there is any other information required.

Evidence of genuine financial hardship

If a person makes an application for relief under this policy, Council may ask the person to provide evidence that they are suffering from genuine financial hardship.

Evidence that Council may ask for may include:

- documents which show that the Payer responsible for the payment of Rates, Fees and Charges has sought help from a financial counsellor (such as a receipt from a booking with a financial counsellor),
- a statutory declaration from an someone who is familiar with the Payer's circumstances (family doctor, bank officer etc), or
- bank statements, medical certificates, or other documentary evidence that demonstrates the circumstances that have caused or are symptomatic of the Payer's genuine financial hardship.

If Council staff need more evidence to support an application by the Payer, they will explain exactly what they require and why they need it to decide an application.

How will applications be decided by Council

When deciding whether to approve an application under this policy, Council officers will consider:

- the information about the Payer's financial circumstances that has been provided on the application form,
- any supporting evidence that has provided by the applicant, and
- any other relevant information or circumstances.

Decisions are to be assessed against a set of guidelines, to be approved by the General Manager.

Council may refer an application to for assessment by an independent accredited financial counsellor if it deems this to be necessary.

Who makes decisions?

Decisions on applications for the deferral or waiver of Rates, fines and charges or the write-off of interest and legal charges are to be made by:

- for amounts less than \$2,500 – Council’s Chief Financial Officer, and
- for amounts over \$2,500 – Council’s Director Corporate Services.

The above decisions are subject to the General Manager’s endorsement in accordance with s.22(2) *Local Government Act 1993*.

What happens if an application is approved?

If an application for relief under this policy is approved, it will be valid for a period of 12 months.

At the end of the 12 months, a new application will need to be submitted which will need to show that the person or business who is responsible for the payment of Rates, Fees and Charges is still suffering from genuine financial hardship.

Help with applications

Council staff will make every effort to assist a person who wishes to make an application to complete the application form and provide any information that is required for the application to be decided.

Other help for Payers

The Payer can seek help with managing their financial circumstances from the following services:

- the Australian Securities and Investment Commission (ASIC) has developed a ‘MoneySmart’ website which provides financial guidance: www.moneysmart.gov.au/managing-your-money/managing-debts/trouble-with-debt/problems-paying-your-utility-bills
- Financial Counselling Australia (**FCA**) is the peak body for financial counsellors in Australia. FCA can help affected persons find a financial counsellor – please visit: www.financialcounsellingaustralia.org.au for more information.
- The National Debt Helpline is a not-for-profit service that helps people in Australia tackle their debt problems. This is a Government service providing free, confidential counselling for people experiencing financial difficulty. Visit www.ndh.org.au or call 1800 007 007 for more information.
- The Salvation Army provides a range of support options to help with financial difficulties, depending on the nature of your problems. Visit: www.salvationarmy.org.au/ryde/need-help/financial-assistance-bills-food-utilities.

Background

Council recognises that some members of its community (such as the vulnerable or disadvantaged) may suffer from hardship or otherwise have other circumstances which make it difficult to pay Rates, Fees and Charges.

Council intends to be compassionate and work with its vulnerable community members to ensure that they are not further disadvantaged because of their Rates, Fees or Charges obligations. A policy is required to ensure the consistent application of principles to determine when it is appropriate to grant relief from Rates, Fees or Charges to a person suffering genuine financial hardship.

DOCUMENT CONTROL

Version:	2.0	Adopted	28/11/2022	Commencement Date	29/11/2022
Minutes Reference	Council Meeting 28 November 2022 Item 8			Review Period	4 Years from adoption
Previous Versions:	v 1.0 adopted 25 March 2019 (Council meeting, Item 15)				
Responsible Directorate	Corporate Services		Controller:	Chief Financial Officer	
ECM Document No.:	Policies				



Application for Waiver/ Remission of Fees and Charges

Local Government Act 1993, S. 207

Applicant information:

Name:	
Address:	
Phone:	
Email:	
Date:	

Request to have fee waived/remitted:

Fee or Charge to be waived/remitted: (ie. License, Permit)	
Receipt number (if payment received):	
Amount to be waived/remitted:	\$
Reason for waiver/remission: (attach a separate sheet/s if necessary)	

Office use:

Account number for which fee/charge would have been recorded:	
Recommended by (Name/Position)	
Authorised by	
Date	
Signature	

By signing I authorise Glenorchy City Council to update my details listed within this form.

Please provide a copy of the signed form to Corporate Governance



General Information

Who is authorised to waive fees and charges?

Only the General Manager, Director Infrastructure & Works and Manager Property, Environment & Waste have been delegated the power to waive or remit fees or charges.

PRIVACY NOTICE:

Council collects personal information to carry out its operations as a Tasmanian Local Government. This personal information may be used for other purposes permitted by law. The information may be shared with contractors and agents of the Council for this purpose, law enforcement agencies, courts and other organisations.

You do not have to provide your personal information but if full information is not provided the Council may be unable to action your application or request.

You can find out more about how the Council manages personal information and how you can request access or corrections to it in the Council's Privacy Policy available on the Council website or on request.