

**INTENT**

The intent of this policy is to establish a clear and precise policy regarding the adjustment of valuations from the Valuers Reports.

**PURPOSE**

Valuation adjustments are made due amendments to their valuations by the Valuer General. This policy assist Council in regards to the maintenance procedures.

**PROVISIONS**

In accordance with section 1024 Council may levy a rate on rateable land on the basis of the relevant information of which it has been notified on or before the day it levies the rate.

1. Council receives Valuation Statistic Report and Transaction Listing Report on a fortnightly basis. These reports involve the unimproved valuation being issued, amended or cancelled.
2. Council will not defer any ratepayer's rates and charges until the new valuation is issued. If the ratepayer decides not to pay the rates outstanding, interest will accrue as per normal and will not be approved for write offs.
3. From the manual workings completed by Rate Clerks, it determines whether a Credit Supplementary Levy or Supplementary Levy is required.
4. If there is a credit amount of more than \$1000.00 and the ratepayer has no assessments with a balance outstanding then a cheque refund will be issued to the ratepayer. If the credit amount is less than \$1000.00 it will remain on the assessment file unless a written authority from the ratepayer for a refund cheque is completed.
5. Please note that no refunds will be issued if the ratepayer has other assessments with a balance outstanding. If they have assessments with a balance outstanding all monies are to be transferred to the outstanding assessment/s.
6. If several assessments have been amalgamated then the cancelled assessments must have a zero balance. Any credits on cancelled assessments after adjustments have been done are then transferred to the active assessment.