



ATTENTION: Finance Managers

TRAINING - Rates Officer Training

This 3-day course is particularly designed to catch temporary and replacement Rates Officers up to speed in the shortest possible time.

This course has a great deal of technical content designed to cover all aspects of the duties of a Rates Officer and includes comprehensive course notes that cover all the intricacies of a complex job.

The courses will cover

***** INCLUDES NEW RULES FOR PENSIONER REBATES FOR DE FACTO RELATIONSHIPS *****

- **Exemptions** – from all rates; from all rates except water & sewer; from water & sewer only; maybe from water & sewer; appeals; administration & reconciliation.
- **Valuations** – valuation basis; valuation allowances; valuation appeals; reading the valuation advice; estimates; administration & reconciliation
- **Categorisation of land** – categorisation basis; definitions; process & appeals; administration & reconciliation
- **Rates** – types of rates; minimum rates & base amounts; the ad valorem rate; forecasting; levying & charging; part year levies; prior year rates; reconciliation & administration
- **Annual charges** – differences from rates; basis of charging; forecasting; levying & charging; part year levies; reconciliation & administration; Environmental Upgrade Agreements
- **Rates Notices** – required information; service of notices
- **Payment** – pensioner rebates; allocation of payments; extra charges for late payment; discounts & other incentives
- **Collection & recovery** – collection tips; take over land for non-payment

Please note: This course has a high level of technical content.

Participation: this course will require a minimum of 6 and a maximum of 20 participants.

Venues: as per attached registration.

Cost: \$900 per person (\$990 including GST)
(Cancellations will attract a \$100 administration charge.)

THE TRAINER - **David MAXWELL** is a Fellow of the Institute of Chartered Accountants in Australia and an Associate of Local Government Managers Australia with over 35 years experience in Local Government as Auditor, C.E.O, C.F.O and Consultant.

As author of the Coalface spreadsheet templates and Editor of the Coalface® NSW Rates Administration Cluebook®, he is acknowledged as an expert in the practical application of accounting principles and practices to Local Government situations.

Having served on the front counter, and supervised Rates Officers, he knows the questions that ratepayers ask - and this course provides the answers.

COALFACE TRAINING
PO BOX 5450
WAGGA WAGGA NSW 2650
(ABN 34 065 129 377)

REGISTRATION

(Your registration will be
formally acknowledged
and a tax invoice issued.)

RATES OFFICER TRAINING

(Cancellations after issue of the tax invoice will incur a \$100.00 administration charge.)

PLEASE USE A SEPARATE FORM FOR EACH REGISTRATION

Title: _____ Surname: _____ Given Name: _____

Council: _____

Position Title: _____

Contact Telephone: _____ Fax: _____

Email address: _____

Special Dietary Requirements: _____

WAGGA WAGGA

Mon/Tue/Wed 12th - 14th September 2011

Arrival Time: 8:45 am — Coffee, Tea etc

Course Time: 9:00 am — 5:00 pm

(Slightly earlier finish Wednesday, depending on travel times)

Closing date for registrations will be:

Monday, 29th August 2011

For further information - Email *davemax@ozemail.com.au*
- Telephone (02) 6925 5646 or 0408 293 396
- Fax (02) 6925 5647

Your registration will be formally acknowledged.

**PLACES FOR EACH COURSE
ARE LIMITED**

**Payment required before
commencement of course**

COURSE FEE	\$900.00
ADD GST	<u>90.00</u>

Cancellation Policy

All cancellations must be made in writing and will be subject to a \$100 administration fee. Refunds will be forwarded 7 days after the scheduled completion of the course.

TOTAL	<u>\$990.00</u>
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