

COMMISSIONER'S GUIDELINE

CG-GEN-001:

Revenue Circulars and Commissioner's Guidelines: explanation and status

Guideline History

Version	Issued	Dates of effect	
		From:	To:
1	29 April 2005	29 April 2005	31 December 2007
2	2 January 2008	1 January 2008	Current

Purpose

This Guideline explains the Territory Revenue Office's (TRO) publication system for issuing Revenue Circulars and Commissioner's Guidelines.

Revenue Circulars

Revenue Circulars are an information system, intended to provide timely advice to taxpayers and their advisers of new developments to the revenue laws administered by the Commissioner of Territory Revenue. As such, the Circulars are current as at the date of issue, but are not updated to reflect developments that supersede the information provided in an old Circular.

Commissioner's Guidelines

Commissioner's Guidelines are issued to provide:

- 1) a guideline or overview of the Commissioner's interpretation of various provisions of legislation administered by the Commissioner; or
- 2) details of administrative policies, practices or procedures utilised by TRO in administering those laws.

Commissioner's Guidelines are maintained to reflect current or revised interpretations of the law or updated practices and procedures by releasing new versions of the Guideline to reflect such changes. The dates of effect and currency of each Commissioner's Guideline are clearly indicated at the beginning of each Guideline, and both current and historical versions of the Guidelines are maintained by TRO and made available on TRO's website.

Status of Commissioner's Guidelines

Commissioner's Guidelines are not conclusive statements of the law. They are an expression of the Commissioner's opinion as to the interpretation of the law to be

applied by TRO over the period that the Guideline is effective and are provided for the purposes of guidance only.

A Commissioner's Guideline will replace existing forms of advice by TRO on the subject matter of the Guideline.

Commissioner's Guidelines cannot override the provisions of the relevant legislation. Statements or declarations by the Commissioner or his/her delegates and authorised officers do not have the effect of an estoppel against the operation of the law.

While Commissioner's Guidelines are compiled with due care and skill, they are only intended to assist in the interpretation of revenue laws in given circumstances. A Guideline may be overruled by legislative amendments or by a decision of a court or tribunal of competent jurisdiction.

Date of issue / effect

A Revenue Circular, being an advisory service, is current as at the date of issue. However, as indicated, Circulars are not updated, so care should be taken in relying on Circulars as statements of the current state of affairs. Persons referring to a Circular should refer to Guidelines and the relevant legislation, or contact TRO to confirm the currency of information in a Circular.

A Commissioner's Guideline generally operates prospectively from the date of effect (generally the date of issue) until the Guideline is withdrawn or amended (in which case a new version of the Guideline will be issued).

When a Commissioner's Guideline operates prospectively, this does not mean that the practice or interpretation set out in the Guideline did not exist prior to the issue of the Guideline. Accordingly, to the extent that current practice is reflected in a Guideline, that practice continues. To the extent that a Guideline alters a current or past practice, that new or amended practice takes effect from the date of effect of the Guideline.

How Circulars and Guidelines are numbered

Revenue Circulars and Commissioner's Guidelines are numbered using the following protocol:

- 1) A code indicating whether the document is a Circular or a Guideline:

RC – Revenue Circular
CG – Commissioner's Guideline

- 2) A code indicating the tax-line or grant scheme the subject of the Circular or Guideline, such as:

PRT – Payroll Tax
SD – Stamp Duty

- HI** – Home Incentives (ie First Home Owner Grant, stamp duty First Home Owner Concession or stamp duty Principal Place of Residence Rebate)
- FS** – Fuel Subsidies
- GEN** – Used where more than one tax line is effected or for matters of general administration

- 3) The sequential number of the Circular or Commissioner's Guideline. Where Commissioner's Guidelines are amended, a new version will be issued retaining the same number. The version history for each Guideline (including the date of effect) is set out at the beginning of the Guideline.

For example, this Guideline, being concerned with general administrative matters and the first of its type to be issued, is numbered CG-GEN-001.

How Circulars, Guidelines and other publications are distributed


Commissioner's Guidelines, Revenue Circulars and the other TRO publications are all available from the TRO website (see address below). The practice of distributing hard copies of Commissioner's Guidelines and Revenue Circulars was discontinued from 1 December 2007.

To receive email advice whenever a new or amended TRO publication becomes available you can register for TRO's Publications Management System. The Publications Management System allows you to specify which categories of information you wish to register for.

To register click on the 'Publications Management System' link located under 'Online Services' on our web home page.

Date of effect

This version of the Guideline takes effect from 1 January 2008.



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COMMISSIONER OF TERRITORY REVENUE

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