Government of **Western Australia**
Department of **Finance**

A day in the life of a Principal Revenue Consultant

A Principal Revenue Consultant in the Technical Advice and Specialist Services Branch of RevenueWA manages a team of 6-8 Revenue Consultants and Senior Revenue Consultants. The work of the branch includes assessing duty on complex transactions, deciding on applications for charitable exemptions, providing rulings on proposed transactions and advising the Minister for Finance on certain exemptions.

A typical day begins with reviewing work for allocation. New matters come in every day and need to be reviewed for urgency and complexity to ensure high priority matters are actioned promptly and work is allocated to someone with the appropriate skills, experience and capacity.

Next is a regular catch-up with one of your team members. During the catch-up you review their allocated work, discuss which matters should be prioritised and provide general direction on targets for the next two weeks. You may also discuss some matters in more detail if your team member requires more specific guidance.

After this catch-up you meet with another team member to go through a complex matter they are dealing with. Over the course of an hour, you look at the transaction documents and submissions made on behalf of the taxpayer and you provide the team member with specific guidance on how to address the issues. This may include the additional information they need to request to substantiate the claims, how to respond to the taxpayer's submissions or the external advice they need to seek such as from the State Solicitor's Office or an external valuer.

Next up it's time to review a different team member's proposed assessment and statement of grounds. This matter involves complex valuation advice from an external valuer and you are providing quality assurance by ensuring that the decision is legally correct. You also thoroughly review the reasons for the decision to make sure they are clearly explained in plain English, including addressing reasons for preferring one valuation over another and the arguments made by the taxpayer. After being satisfied everything is in order you sign off on the decision.

After lunch it's time for a meeting with your Assistant Director and the other Principal Revenue Consultant to review items in the Operational Plan, track general branch progress and ensure that all required targets are being met. You also discuss branch training needs, including who will present to the Branch on identified topics of interest.
The rest of the day is taken up with your 'to-do' list which may include preparing or reviewing requests for advice from the State Solicitor's Office, developing recommendations on changes to legislation, making changes to Commissioner's Practices, Rulings or other publications, and preparing or reviewing recommendations on resolution of novel or complex technical issues.