

## 27. DEBT RECOVERY GENERAL POLICY

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### Purpose

To establish a policy for the recovery of outstanding Rates and Charges and other accounts receivable.

### Scope

This policy applies to all Rates and Charges levied and other accounts receivable of Council.

### Policy Content

The following sets out the Debt Recovery General Policy for the year ended 30 June 2022. Legislation relevant to this policy is Section 95 and 96 of the *Local Government Act 2009* and Chapter 4, Part 12 of the *Local Government Regulation 2012*.

### Principles

Rates and charges are identified in Chapter 4 of the *Local Government Regulation 2012* as including differential general rates, minimum general rate levies, separate rates and charges, special rates and charges, utility charges and accrued interest on outstanding balances. Accounts Receivable are debts owed to Council by customers for the supply of goods and services.

Council has a responsibility to recover monies owing to it in a timely and efficient manner to ensure effective cash flow management and financial sustainability. Council will undertake appropriate debt recovery action for all outstanding rates and charges and other accounts receivable in accordance with its debt recovery procedures, including compliance with the relevant provisions of the *Local Government Regulation 2012*. Such action will include the establishment of repayment plans where appropriate.

No action will be commenced regarding the possible sale of properties/assets to recover outstanding monies without first providing a report to Council and obtaining an appropriate resolution from Council.

### Delegation of Authority

The Chief Executive Officer has delegated authority to write off amounts of up to \$5,000 for rates and charges (including interest and legal costs) or other accounts receivable per customer as a bad debt.

The Chief Financial Officer has delegated authority to write off amounts of up to \$2,000 for rates and charges (including interest and legal costs) or other accounts receivable per customer as a bad debt.

Outstanding amounts greater than \$5,000 can only be written off by Council resolution.

### Related Legislation and Policies

*Local Government Act 2009*

*Local Government Regulation 2012*

*Information Privacy Act 2009*

Revenue General Policy

## Policy Review

This policy is to be reviewed whenever legislation changes, or every 3 years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

## Policy Details

<b>Policy Name</b>	<b>Debt Recovery General Policy</b>
<b>Policy Number</b>	27
<b>Policy Version</b>	6
<b>Document Number</b>	810036
<b>Endorsed by</b>	Chief Executive Officer
<b>Policy Type</b>	Council
<b>Approval Authority</b>	Council
<b>Date Adopted</b>	30/03/2021
<b>Time Period</b>	3 Years
<b>Review Date</b>	01/03/2024
<b>Policy Department</b>	Finance and Corporate Services
<b>Link to Corporate Plan</b>	Robust Governance and Efficient Service Delivery
<b>Revoked/Superseded</b>	

**This policy is to remain in force until otherwise determined by Council.**