



DEBT MANAGEMENT POLICY

FIN07

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Policy Type:	Corporate-Finance		
Policy Owner:	Chief Executive Officer		
Policy Custodian:	Executive Director Corporate Services		
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Purpose

The efficient and effective management of finances is essential to West Daly Regional Council (Council). Management of debt is an essential focus area to assist in enabling Council to fulfil its objectives in accordance with its Regional Plan. There is an expectation accounts receivable is managed in an efficient and effective manner to ensure debt is received within established timeframes.

This policy considers the matter of Council’s debt management in relation to income derived from Rating and other Charges during the course of normal business.

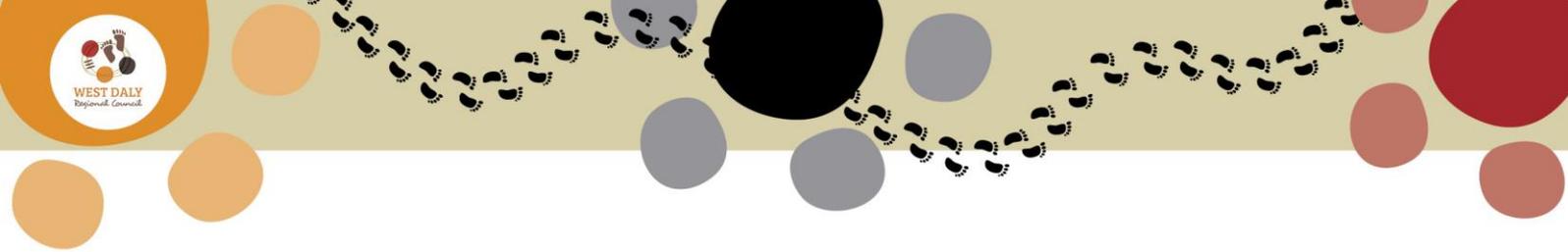
Scope

This policy applies to ratepayers in the West Daly Council Region, and in relation to the schedule of fees and charges will apply to other approved Council customers.

Policy Statement

1. Rating Debtors

- 1.1. Rate Notices will be sent as soon as practicable following Councils formal Declaration of Rates and Charges. By request, ratepayers have the option of payment annually, or by quarterly instalments, without accruing the declared interest.
- 1.2. Council will issue a statement of outstanding rates and details of any interest accrued as at the completion of the prior approved instalment period. The statement is to be accompanied by a notice indicating that default interest is or is not being applied and, that if rates remain outstanding at the date the second instalment is due, Council may take action to recover the debt.



- 1.3. If a rate debt remains outstanding by the end of each rateable period, Council will take action to lodge a statutory charge over the land in accordance with the *Local Government Act*.
- 1.4. Any legal and other lodgement or cancellation fees for lodgement and removal of a statutory charge are to be charged to the ratepayer.
- 1.5. If rates on a property remain in arrears in excess of 3 years, Council will take action to sell the property for recovery of the outstanding debt, legal and sale costs in accordance with the *Local Government Act*.

2. Non Rating Debts

- 2.1. Invoices will be issued for all charges other than rates and associated charges as soon as possible depending on the type of service provided.
- 2.2. All payments will be receipted as received and appropriate entries made to financial data.
- 2.3. Recorded financial data will be used to provide monthly financial management reports aging all debts, other than rates, into 30, 60 and 90 days or longer.
- 2.4. Statements and advice of outstanding charges will be provided to the last known address of any debtor and, if payment is not received or queried, outstanding charges in excess of 90 days will be passed to a debt collection agency. Levels of debt will be an integral part of each monthly report to Council by the Executive Director Corporate Services
- 2.5. If a debt remains outstanding after reasonable debt recovery action has proved fruitless, the matter will be referred to the Chief Executive Officer for determination of further action.
- 2.6. Any and all debt write off action must be through a resolution of Council.

References

The *Local Government Act* (Chapter 11 Rates and Charges - more broadly)
 The *Local Government (General) Regulations*

Definitions

In the context of this policy the following definitions apply:

Term	Definition
Rates	Payments by property lease holders within the West Daly Regional Council area to help pay for services provided by Council.
Allotment	A parcel of land for which Council proposes to make an assessment of rates

Charges	For the purpose of rates and charges, charges are amounts levied for the purposes of enabling or assisting with the provision of certain service provided by West Daly Regional Council
Charges-Other	Charges levied in accordance with the West Daly Regional Council schedule of fees and charges. These can include conference room hire, accommodation, labour waste facility charges, etc.

Review History

Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
2.0	30/01/2029	FIN07	Debt Management	013/2019
3.0	23/05/2024	FIN07	Debt Management	OCM-2024/45

Endorsement

Signature:	
Date:	23/05/2024
Name and Position:	Mark Blackburn, A/Chief Executive Officer