

POL 0020: Debt Collection

Purpose

The Shire of Esperance will actively pursue all outstanding rates and sundry debtors. All outstanding rates and sundry debtors will be collected in accordance with the *Local Government Act 1995* and associated regulations.

Scope

This Policy will be applied to all -

1. Ratepayers with balances outstanding 14 days after the due date of rates (excluding ratepayers that have elected the instalment option)
2. Sundry debtors with balances greater than 30 days

Definitions

N/A

Practice

The *Debt Collection Policy* will be administered in accordance with the *Debt Collection Guidelines* contained in the *Debt Collection Management Practice*.

.....End.....

Document Information

Responsible Position	Manager Financial Services
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2014	1	D14/2205	New policy	O0214-033	Feb 2016
Aug 2015	2		Biennial review, no change	O0815-010	Aug 2017
Mar 2018	3	D16/28995	Multiple changes to bring in line with current processes	O0318-073	Mar 2018
Jan 2020	4	D16/28995[v2]	Minor changes to wording, amendment of pensioners and seniors point 4	O0120-013	Jan 2022
Feb 2022	5	D16/28995[v3]	Remove guidelines and include reference to management practice.	O0222-033	Feb 2024
Dec 2023	6	D16/28995[v4]	Remove 'corporate' from document references in Practice section.	O1223-202	Dec 2025

Jan 2026	7	D16/28995[v5]	Amend reference to Debt Collection Policy to remove 'corporate'. Update risk rating to medium.	O0126-016	Jan 2028
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