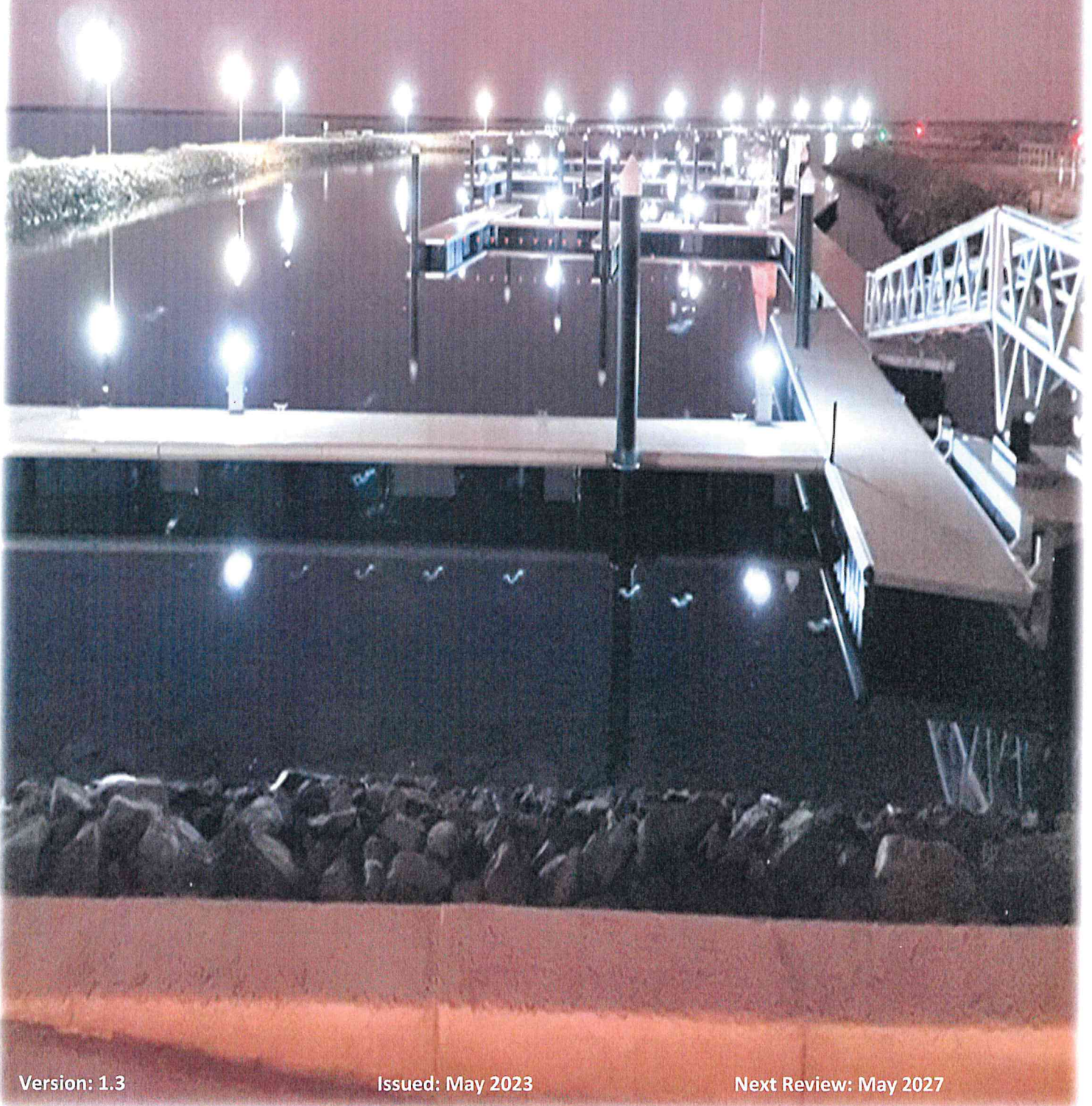




# Debt Management Policy





## Debt Management Policy

Name of Council	District Council of Franklin Harbour
Responsibility	Financial Management
Revision Number	1.3
Effective date	May 2023
Last revised date	May 2019
Minutes reference	47/06/23
Next review date	May 2027
Applicable Legislation	Debtor Management Procedures Local Government Act 1999, Chapter 10 Hardship Policy for Residential Customers and Minor and Intermediate Water Retailers

### 1. **POLICY OBJECTIVES**

This Debt Management Policy aims to provide clear direction to Management, staff and Council in relation to the manner in which outstanding debts will be managed, postponed, collected or written off to ensure that:

- All amounts outstanding are continually monitored and collections managed in a controlled and consistent manner;
- Ensures that the funds due to Council are received within reasonable timeframes of when they fall due;
- Individual circumstances are considered when pursuing collection of outstanding debts; and
- Balances to be written off in appropriate circumstances.

### 2. **SCOPE**

The Debt Policy covers management of the following classes of Debtors:

- Rates Debtors
- Sundry Debtors (cemetery, road rentals, water, landfill etc)

### 3. **POLICY STATEMENT**

3.1 **Debt Collection Strategy:** Council will review and follow up on all outstanding amounts, on a monthly basis, to minimise collection times. Documented procedures for all classes of debtors will be followed internally. Those exceeding \$250 in total, not recovered during



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normal internal processes or for which a payment arrangement has not been made will be forwarded to the debt collector for processing.

- 3.2 **Financial Review:** A review of all sundry debtors will be undertaken annually. Those with values over \$250 deemed to be uncollectable are referred to Council recommending that they be written off.
- 3.3 **Rates outstanding three years or more:** where amounts remain outstanding for longer periods and arrangements for payment are continually not adhered to, Council will pursue its rights to collect outstanding amounts in accordance with Chapter 10 of the Local Government Act 1999.
- 3.4 Council will manage its application of Chapter 10 with compassion, in confidence and in accordance with the District Council of Franklin Harbour Hardship Policy.

#### 4. **FURTHER INFORMATION**

Members of the public may inspect this Debt Management Policy at the principal office of the District Council of Franklin Harbour, 6 Main Street Cowell SA 5602, and on payment of a fee obtain a copy. A copy may also be downloaded from the Council website [www.franklinharbour.sa.gov.au](http://www.franklinharbour.sa.gov.au).

#### 5. **REVIEW OF THE POLICY**

This Debt Management Policy will be reviewed by the District Council of Franklin Harbour within 12 months after each general election of Council. However, Council has the right to review this Policy at any time, if considered desirable

SIGNED: .....

  
Chief Executive Officer

Date: 20 / 06 / 23



## Debt Management Policy

### Change History

Version	Issue Date	Change
1.1	June 2016	New Policy
1.2	May 2019	Reviewed and Updated (post election)
1.3	June 2023	Reviewed and Updated (post election)