

# **COONAMBLE SHIRE COUNCIL RATES AND CHARGES RECOVERY POLICY**

## **OBJECTIVE.**

To collect all rates, charges, fees and debts due to Council in an efficient and effective manner.

## **STATEMENT**

Rates and Charges are levied by 31 July each year and are payable by four equal instalments by the following dates:

31 August  
30 November  
28 February  
31 May

Any instalment not paid by the due date falls into arrears and is subject to interest charges. Council can take recovery action against all ratepayers with overdue rates and charges.

Council authorises the Rates Clerk, Manager of Corporate Services and the General Manager to make arrangements with ratepayers to clear debts and further Council authorises the General Manager to take action to recover overdue Rates and Charges ensuring the most cost effective method is used.

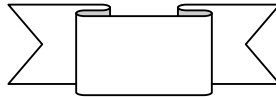
There will be no general distinction made for pensioners or any class of ratepayer, with each case being individually dealt with according to the circumstances. Council is aware that at different times ratepayers may experience genuine hardship in meeting rate payments and upon application suitable arrangements for the payment of rates will be considered.

## **PROCEDURE**

1. All owners are issued with a Rates and Charges Notice (s546) and where required with a Rate Instalment Notice (s562)
2. Rate Instalment Default Notice - after a minimum period of seven days a Rate Instalment Default Notice is issued to the owner stating that rates are overdue and requesting payment within fourteen days.

3. Final Notice - should payment not be made within this period a Final Notice is issued to the owner requesting outstanding payment be made within fourteen days.
4. Letter of Demand - failure to comply with the Final Notice will result in a Letter of Demand stating that should the payment not be made within fourteen days legal action will be taken.
5. Having issued four separate requests for payment of rates, legal action will be commenced without further notice to recover the debt with the lodging of a statement of liquidated claim at the local Court.
6. Should the debt remain unsatisfied Council will immediately proceed to obtaining a writ of execution to recover the debt, which may include garnishee or seizure of goods..

At all stages in this process from the issue of the Rate Instalment Default Notice the opportunity to make a satisfactory payment arrangement with Council is offered prior to the commencement of legal action.



**ADOPTED BY COUNCIL:  
9 FEBRUARY 2005**