

Policy

Title: Outstanding Debts –
Collecting, Reporting and Writing Off

Category: Corporate Governance

Date Last Adopted: 7 March 2016

1. Objectives

To minimise the level of outstanding parking enforcement debts and set a timeframe within which uncollectable debts may be written off.

2. Background

The regular writing off of debts considered uncollectable is appropriate. The writing off in June each year will enable Council's annual financial statements to be prepared disclosing only those debts considered collectable.

3. Policy

That:

1. The intent of this policy is to minimise the level of outstanding parking enforcement debts and set a timeframe within which uncollectable debts may be written off.
2. The collection of outstanding debts will commence from the date of the initial infringement and progress through the following stages:
 - (i) Failure to pay parking infringement fine – 18 days.
 - (ii) Reminder notice or courtesy reminder notices – 18 days – 1 month.
 - (iii) Referral of outstanding debts to a Council approved Collection Agency – 2 months.
 - (iv) Forwarded to Monetary Penalties Enforcement Service (MPES) – within 6 months.

3. A report be submitted to the Finance Committee as at the end of June each year recommending that all “No Further Action” debts that have aged in excess of two (2) years be written off and include:
 - (i) The quantum (number and value) of the unpaid “No Further Action” infringements; and
 - (ii) A brief summary of the actions undertaken to collect the infringements.
4. A report be submitted to the Finance Committee as at the end of December each year detailing the total value of all fines outstanding at that time.

4. Legislation, Terminology and References

Responsible Officer:	Director Financial Services
Policy first adopted by the Council:	27/6/2005
History	
Amended by Council.	17/12/2007
Amended by Council.	9/2/2010
Amended by Council	7/3/2016
Next Review Date:	March 2017