

Fiscal Governance Policy

Responsible Manager	Chief Financial Officer
Head of power	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Authorised by	Council
Authorised on	23 June 2020
Implemented from	1 July 2020
Last reviewed	2020
Review history	2013, 2015, 2016, 2017, 2018, 2019
To be reviewed on	June 2021
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

Council is strongly committed to ensuring robust fiscal governance.

2. Application

This policy applies to all local government employees, Councillors, contractors and agents of Council.

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Local Government Act 2009* and the *Public Sector Ethics Act 1994*.

4. Principles

Council, local government employees, Councillors, contractors and agents of Council shall conduct itself/themselves strictly in accordance with the Local Government Principles set out in section 4(2) of the *Local Government Act 2009* and the Ethics Principles set out in section 4(2) of the *Public Sector Ethics Act 1994*, namely: -

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees; and
- integrity and impartiality; and
- promoting the public good; and
- commitment to the system of government; and
- accountability and transparency.

Council shall employ a proactive approach to efficient identification, minimisation and reporting of events and procurement in accordance with the requirements of the *Local Government Regulation 2012* by with reference to the sound contracting principles:

- value for money;
- open and effective competition;
- development of competitive local business and industry;
- environmental protection;
- ethical behaviour and fair dealing

5. Write-off Delegations

- The Chief Executive Officer has delegated authority to write-off amounts of up to \$1,000 for any one loss or series of losses arising out of one original source or cause, in respect of lost and stolen Council property. Amounts in excess of \$1,000 can only be written off by Council resolution.

- The Chief Executive Officer has delegated authority to write-off amounts of up to \$1,000 for rates, charges and sundry debtors, including interest and legal costs, per account as a bad debt.
- The Chief Executive Officer has delegated authority to write-off up to \$200,000 against a statute barred debtor or deceased debtor per account as a bad debt. Amounts in excess of \$200,000 can only be written off by Council resolution.
- The Chief Financial Officer has delegated authority to write-off debt amounts of up to \$500 for rates, charges and sundry debtors, including interest and legal costs, per account as a bad debt.

Debt is “**bad debt**” where the Chief Executive Officer or Chief Financial Officer is satisfied that:

- the debtor is deceased and, as a matter of policy, Council should not seek to recover against the deceased estate; and/or
- pursuant to the Limitation of Actions Act 1974 (Qld), it is statute-barred debt and therefore cannot be legally enforced in a Court of competent jurisdiction; and/or
- it would not be commercial to pursue debt recovery, taking into account the anticipated time and cost of debt recovery.

6. Reversals and Adjustments

The Financial Controller and Chief Financial Officer are delegated authority to approve the reversal of a charge or an adjustment of a charge that is deemed an administrative error.

A charge is an “**administrative error**” where the delegated officer is satisfied that Council has incorrectly levied a charge, for one or more of the following reasons:

- the wrong debtor account and or amount has been charged;
- GST was charged incorrectly;
- the charge involved a data keying error (typographical error), for example Council charged \$3,000 instead of \$300, or the narration (description of the charge) requires correction;
- there is no source documentation or data to substantiate the charge
- a charge has been duplicated;
- for a social housing–related charge:
 - rent charges were increased without a rent increase notice being served properly;
 - rent charges continued after the termination of a tenancy;
 - there is no tenancy documentation to substantiate the charge;
- for local government charges, the debtor was not occupying the land or building and has no legal obligation to pay the charge confirmed by Councils Legal Services.

Manager Responsible for Review:

Chief Financial Officer

Adopted: 23/06/2020
Due for revision: 30/06/2021


Bruce Ranga
Chief Executive Officer