

## Debt Management Policy

### DOCUMENT CONTROL

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Contact person: Byron Gough	Date approved: 19/03/2014	Status: Current
Contact number: 8648 5905	Next Review Date: March 2015	Objective ID: A1929435

**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
19/03/2014	1.0	New policy

## 1. ADOPTION

This policy was adopted by the Outback Communities Authority (OCA) on *[insert date]*.

## 2. TITLE

Debt Management Policy.

## 3. POLICY STATEMENT

The Outback Communities Authority is required to demonstrate fiscal responsibility. It will therefore review and seek settlement of outstanding debts in accordance with State Government fiscal management requirements and good governance practices.

The Outback Communities Authority will manage its obligation to recover outstanding debt in a compassionate and confidential manner.

## 4. PURPOSE

This policy aims to provide a clear direction to debtors and to the Office for the Outback Communities Authority on how the Outback Communities Authority will manage outstanding debt.

## 5. SCOPE

This policy applies to a debt incurred from;

- a levy or community contribution imposed under section 21 of the *Outback Communities (Administration and Management) Act 2009*
- the provision of other goods and/or services.

## 6. POLICY DETAILS

6.1. When goods and/or services are provided by the Outback Communities Authority the usual accounting process of invoicing and reminders will be used.

6.2. Where a debt is owed to the Outback Communities Authority and that debt remains unpaid for a period of 90 days the office of the Outback Communities Authority will attempt to make contact with the debtor to negotiate the settlement of that debt.

6.3. After 90 days but before referral to a debt collection agency, the Outback Communities Authority will consider entering into an Enforceable Payment Agreement (EPA) with the debtor provided that;

6.3.1. In the case of a debt incurred from a levy or community contribution, the debtor will clear the debt before the next payment is due.

6.3.2. In the case of the provision of goods and/or services, the debt settled within 6 months of the date of the EPA.

6.4. If reasonable attempts to contact the debtor fail or an EPA cannot be entered into within 120 days of the debt being due, the debt will be referred to a debt collection agency. Once a debtor has been placed in the hands of a debt collection agency all contact with the debtor will be through that agency.

6.5. The Outback Communities Authority will delegate its powers to recover outstanding debt in an Instrument of Delegation (Debt Management delegations).

## 7. AVAILABILITY OF THE POLICY

Members of the public may obtain a copy of the policy at the offices of the OCA during normal office hours. The policy is also available from the OCA's website: [www.oca.sa.gov.au](http://www.oca.sa.gov.au).

## 8. OTHER RELEVANT DOCUMENTS

- Concession Policy
- Instrument of Delegation
- Debt Management procedural guidelines

## 9. Definitions

Enforceable Payment Agreement; If an agreement can be reached to repay by instalments the parties may enter into an Enforceable Payment Agreement (EPA). If the debtor falls behind in making two payments a claim can then be issued for the outstanding balance. The creditor can obtain a judgment straight away which can then be enforced like any other judgment. The debtor, if they abide by the agreement will not get an adverse credit rating and they do not have to pay the legal costs.

## 10. REVIEW OF THE POLICY

The effectiveness of the policy will be reviewed on an annual basis.

Any future amendment or alteration to the Policy, or substitution of a new policy will be subject to the OCA's Community Engagement – Our Commitment Policy unless the alteration has only minor significance and is likely to attract little or no community interest.

## 11. OCA CONTACT PERSON

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