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| POLICY NO. | A.21 |
| POLICY SUBJECT | Payments of Rates & Other Outstanding Debts by Employees |
| ADOPTION DATE | 30 June 2005 |
| LAST REVIEW DATE | 26 November 2020 (C.05/1120) |

All full time and permanent part-time employees employed by the Shire of Bridgetown-Greenbushes are able to make payments on their rates and any other outstanding Shire debts through fortnightly payroll deductions.

Staff wishing to pay rates and/or other outstanding monies owed to the Shire must complete and sign an Employee Deduction form. Employees are to ensure all outstanding debts are paid by the 30th June of the financial year in which the debt was raised.

In the case of payment of rates, payments must be in accordance with the following three payment types:

1. Payments in Advance – Rates payments in advance must not exceed an amount greater than the rates amount expected to be raised in the coming rates year.
2. Instalment Option – Payments are to be made in accordance with the instalment plan set down by Council. Sufficient fortnightly payments must be made to meet or exceed the instalment amount due at the instalment date. Rates assessments under this payment type will receive a charge for administration fees plus interest levied as set in the annual budget in accordance with section 6.13(6) of the Local Government Act.
3. Payments in Arrears – A payment plan must be entered into with the CEO where an employee will make sufficient fortnightly payments to clear the outstanding rate debt by 30th June of the financial year the rates were raised. Rates assessments under this payment type will have penalty interest levied as set in the annual budget in accordance with section 6.13(6) of the Local Government Act.