

<b>DA</b>	<b>RECOVERY OF RATES AND SERVICE CHARGES – LEASED PROPERTIES</b>
-----------	--

<b>DIVISION:</b>	Finance
<b>BUSINESS UNIT:</b>	Finance
<b>SERVICE UNIT:</b>	Management Accounting
<b>RESPONSIBLE OFFICER:</b>	Chief Financial Officer
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	9 December 2021
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	11

<b>Dates of Amendments / Reviews:</b>		
DAP Meeting:	24 May 2012	18 May 2017
	23 May 2013	24 May 2018
	22 May 2014	23 May 2019
	2 June 2015	26 November 2020
	26 May 2016	25 November 2021
OCM:	9 June 2011	9 June 2016
	14 June 2012	8 June 2017
	13 June 2013	14 June 2018
	12 June 2014	13 June 2019
	11 June 2015	10 December 2020

**FUNCTION DELEGATED:**

The authority to recoup rates and service charges from lease property by the service of notice requiring the lessee to pay any rent, as it falls due, off the outstanding rates and service charges.

**CONDITIONS/GUIDELINES:**

- (1) Any delegate has the authority to deal with such matters relevant to this declaration.
- (2) All transactions utilising this delegation are to be recorded in the City's Record Keeping system (ECM) by the delegated officer or by another officer directed by the delegated officer.

**AUTONOMY OF DISCRETION:**

As provided under Legislative requirements and conditions.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act 1995, Sections 6.60 to 6.62

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

DA	RECOVERY OF RATES AND SERVICE CHARGES – LEASED PROPERTIES
----	---

**SUB-DELEGATE/S:**

Chief Financial Officer  
Head of Finance