

# Template COVID-19 Financial Hardship Policy



**WALGA Note:** WALGA provides this template policy as a **guide** for Local Governments. This template policy provides suggested wording only and Local Governments should review this policy content and consider, develop and implement policy suitable to their operational requirements.

**Remember:** Policy implementation is given effect through appropriate induction, ongoing training and operational procedures that evidence Council Members and Employees have been made aware of and are accountable for their obligations and responsibilities.

## Policy Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the <<Shire/ Town / City of XXX>> recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

## Policy Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

## Policy Statement

### 1 Payment difficulties, hardship and vulnerability<sup>1</sup>

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The <<Shire/ Town / City of XXX>> recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

<sup>1</sup> Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:**  
<http://www.ombudsman.wa.gov.au/>

## 2 Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

## 3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

## 4 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the <<Shire/ Town / City of XXX>> of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

## 5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

## 6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

## 7 Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

## 8 Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

## 9 Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Document Control Box			
Document Responsibilities:			
Owner:	[insert Position Title]	Owner Business Unit:	[insert Unit Title]
Reviewer:	[insert Position Title]	Decision Maker:	Council
Compliance Requirements:			

<b>Legislation:</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a>						
<b>Other:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	[low / med / high]	<b>Review Frequency:</b>	[annual / biennial / triennial]	<b>Next Due:</b>	[20##]	<b>Records Ref:</b>	[CP####]
<b>Version #</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>					
1.	[decision date / TRIM Ref]	[brief description of the adoption / changes approved]					
2.							

## Estimated Surplus/Deficit as at June 2020

Difference between Budget & Forecasted year end Actuals

Expenditure (-Increase in cash/+Decrease in cash)

Employee Costs	-\$	85,259.00
Materials & Contracts	-\$	161,495.00
	\$	48,144.00
Utilities	-\$	64,917.00
Other	\$	5,926.00
	-\$	16,423.00
	\$	13,240.00
Capital	\$	25,796.00
<b>TOTAL SAVINGS ON EXPENDITURE</b>	<b>-\$</b>	<b>234,988.00</b>

Income (+Decrease in cash/-Increase in cash)

Facility Hire	\$	15,363.00
Licenses & Leases	\$	3,190.00
Fines & Penalties	-\$	8,154.00
Rental	\$	6,647.00
Fees & Charges	\$	87,097.00
Interest	\$	16,263.00
Grant Income	-\$	10,924.00
Other Contributions	\$	763.00
<b>TOTAL LOSS ON INCOME</b>	<b>\$</b>	<b>110,245.00</b>

**ESTIMATED SURPLUS**                      **-\$**                      **124,743.00**

Projected Cash Flow

<b>CASH FLOW IN</b>		<b>30 June 2020</b>	
Rates	\$	286,662.00	
Grants	\$	223,375.00	
Contributions	\$	165,104.00	
Fees & Charges	\$	79,012.00	
Interest Earning	\$	48,853.31	
Reserve	\$	142,000.00	
Low Interest Loan	\$	8,500.00	
<b>TOTAL CASH IN</b>	<b>\$</b>	<b>953,506.31</b>	
<b>CASH FLOW OUT</b>			
Employee Costs	\$	575,654.00	
Materials & Contracts	\$	1,314,580.00	
Reserves	\$	223,325.00	
Tax	\$	118,170.37	
Loan Payments	\$	8,387.05	
Capital Purchases	\$	89,178.00	
<b>TOTAL CASH OUT</b>	<b>\$</b>	<b>2,437,835.42</b>	
<b>NET INCREASE (DECREASE)</b>	<b>-\$</b>	<b>1,484,329.11</b>	
<b>CASH AT BANK</b>	<b>\$</b>	<b>1,819,406.54</b>	- 8/04/2020
<b>PROJECTED CASH AT YEAR END</b>	<b>\$</b>	<b>335,077.43</b>	
<b>EARLY FAGS PAYMENT</b>	<b>\$</b>	<b>678,901.00</b>	
<b>PROJECTED CASH AT YEAR END 2019/20</b>	<b>\$</b>	<b>1,013,978.43</b>	

## Predicted Restricted Reserves as at 30 June 2020

Sporting Club Reserve	\$ 54,065
Council Building Maintenance Reserve	\$ 159,772
Rec Centre Building Maintenance Reserve	\$ 102,249
Preston Volunteer Rangers Reserve	\$ 47,978
Emergency Assistance Reserve	\$ 105,557
Works Depot Redevelopment Reserve	\$ 79,959
Council Building Construction Reserve	\$ 217,019
Information Technology Reserve	\$ 90,557
Footpath Construction Reserve	\$ 31,738
Plant Reserve	\$ 512,603
Staff Leave Reserve	\$ 140,157
Strategic Planning Reserve	\$ 19,885
Waste Management Reserve	\$ 774,518
History Book Reprint Reserve	\$ 6,886
Risk & Insurance Reserve	\$ 9,181
	\$ 2,352,123

All reserves are restricted and are subject to yearend calculations and transfers.