



# **BUSINESS PAPER**

## **Special Council Meeting Monday, 31 March 2025**

**I hereby give notice that Special Council Meeting will be held on:**

**Date: Monday, 31 March 2025**

**Time: 8:00am**

**Location: Winton Shire Council Board Room**

**Christine Parker  
Interim Chief Executive Officer**

## **Mayor**

Cr Cathy White

## **Deputy Mayor**

Cr Tina Elliott

## **Councillors**

Cr Frank Standfast

Cr Adrian Lenton

Cr Jacob Mutton

Cr Julie Dorries

## **Management Team**

Christine Parker (Interim Chief Executive Officer)

Shannon Van Bael (Executive Manager  
Community)

Brenton Hall (Acting Director of Works)

Adam Seiler (Interim Finance Manager)

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- 1      ACKNOWLEDGEMENT OF COUNTRY**
- 2      APOLOGIES**
- 3      DECLARATION OF PECUNIARY INTEREST AND CONFLICT OF INTEREST**

## 4 DECISIONAL REPORTS

### 4.1 EXTENDING RATES DISCOUNT PERIOD

**File Number:** 189968

**Author:** Adam Seiler, Interim Finance Manager

**Authoriser:** Christine Parker, Interim Chief Executive Officer

**Attachments:** Nil

**Meeting Date:** 31 March 2025

#### Corporate and Operational Plan Consideration

Stream	Sub Stream	Organisational Responsibility	Strategy/Planning Area

**Budget Reference:** Discount applicable to Rates and Service Charges (Waste Management, Water and Sewerage), whilst deferred, will not be material.

Reduction in potential Penalty Interest Charges is considered immaterial due to successful delinquent debt recovery measures.

As of 28 March 2025, 48% of the semi-annual current rates have been paid, which equates to a current balance of \$1,585,670, disclosed as:

- ☐ \$1,387,962 (Current not yet due); and
- ☐ \$197,708 (Delinquent).

Total rates levied for the financial year are \$5,163,168 (two semi-annual levies).

Balance of rates payable which would impact short term cash flow speculatively represents \$1,280,000 and forfeited investment interest \$884.

Estimated rates not paid at the current due date of Friday 4 April 2025, based on delinquent property owners are \$350,000 and 6.8% of total levied in 2025, however, represents periods beyond 1 July 2024 and these properties are already referred and actively involved in mercantile recovery action.

Council's current cash position at 30 March 2025 is \$23.1 million.

#### SUMMARY

Disaster Recovery Funding Arrangements (DRFA) have been activated for Western Queensland Surface Trough and Associated Rainfall and Flooding Commencing 21 March 2025. The DRFA is a jointly funded program between the Australian Government and state and territory governments,

through which the Australian Government provides financial assistance to support state governments with disaster recovery costs. Winton Shire Council is among the Local Government Areas that have been formally defined as *Communities within Western Queensland affected by Western Queensland Surface Trough and Associated Rainfall and Flooding Commencing 21 March 2025*.

Winton Shire Council issued rates notices on 6 March 2025 with rates due and payable on Friday 4 April 2025. A 15% discount applies to general rates if payment of all rates and charges are received on or before the close of business of the due date.

In recognition of the potential financial hardship that the Flooding Disaster Event commencing on 21 March 2025 will have on Winton Shire Council ratepayers, Council is asked to consider extending the rates payment date and discount period for the 1 January 2025 – 30 June 2025 rates period from Friday 4 April 2025 to Friday 2 May 2025 in accordance with the *Local Government Regulations 2012*.

## RECOMMENDATION

That the report be received.

That Council

1. Note that Winton Shire Council is among the Local Government Areas that have been formally defined as *Communities within Western Queensland affected by Western Queensland Surface Trough and Associated Rainfall and Flooding Commencing 21 March 2025* through the Disaster Recovery Funding Arrangements;
2. In accordance with *Local Government Regulation 2012* section 130(7), Council extend the discount date for the current rate period (1 Jan 2025 to 3 June 2025) from Friday 4 April 2025 to Friday 2 May 2025;
3. In accordance with the *Local Government Regulation 2012* section 130(8), Council extend the payment date from Friday 4 April 2025 to Friday 2 May 2025;
4. Note that in accordance with the *Local Government Regulation 2012* section 130(9), that if a local government decides to allow a discount for a discount period, it must allow the discount to all ratepayers who pay the rates or charges before the end of the discount period;
5. Thank all community members, community groups, government agencies and responders for their services to and support of the Winton Shire Council communities during and post the Flooding Disaster Event commencing on 21 March 2025; and
6. Communicate the decision of Council to ratepayers through Council's communication channels including social media, media release and internal databases.

## REPORT

Through the Disaster Recovery Funding Arrangements (DRFA), Winton Shire Council is among the Local Government Areas that have been formally defined as *Communities within Western Queensland affected by Western Queensland Surface Trough and Associated Rainfall and Flooding Commencing 21 March 2025*.

DRFA assistance measures activated by the Queensland Government –

- Counter Disaster Operations
- Reconstruction of Essential Public Assets
- Personal Hardship Assistance Scheme

- Essential Services Safety and Reconnection Scheme
- Disaster Assistance (Primary Producer) Loans
- Disaster Assistance (Essential Working Capital) Loans Scheme for Primary Producer
- Freight Subsidies for Primary Producer

To support the impacts of the Flooding Disaster on the Winton Local Government Area community, Council is asked to consider extension of the rates payment period and rates discount period.

Council will consider extending the rates discount period to from Friday 4 April 2025 to Friday 2 May 2025. This extension is proposed in accordance with:

- Section 130(7) of the *Local Government Regulation 2012* - *The local government may, by resolution, change the discount period to end on a later day (the new discount day);*
- Section 130(8) of the *Local Government Regulation 2012* – *However, if the discount period is changed under subsection (7), the local government must also, by resolution, change the due date for payment to a later day that is no earlier than the new discount day;*
- Section 130(9) of the *Local Government Regulation 2012* - *If the local government decides to allow a discount for a discount period, it must allow the discount to all ratepayers who pay the rates or charges before the end of the discount period; and,*
- 2024-2025 Winton Shire Council Revenue Statement.

## RISK MANAGEMENT

Risks to Council have been considered and are within risk tolerance levels for covering Council's short term cash flow position as outlined in the Budget section of this report. The risk associated with adopting this proposal has been assessed as Insignificant (consequence) and Unlikely (likelihood) giving an overall assessment as Low 2.



**4.2 WSC-FIN-POL-014 FINANCIAL HARDSHIP POLICY****File Number:** 189971**Author:** Adam Seiler, Finance Manager**Authoriser:** Christine Parker, Interim Chief Executive Officer**Attachments:** 1. FINANCIAL HARDSHIP WSC-FIN-POL-014 Final (003).pdf [↓](#) **Meeting Date:** 31 March 2025**Corporate and Operational Plan Consideration**

Stream	Sub Stream	Organisational Responsibility	Strategy/Planning Area
5 - Making It Happen	Finance	Chief Executive Officer	Finance

**Budget Reference:**

Discount applicable to Rates and Service Charges (Waste Management, Water and Sewerage), whilst deferred, will not be material.  
Reduction in potential Penalty Interest Charges is considered immaterial due to successful delinquent debt recovery measures.

**BACKGROUND:**

Council's predicted combined revenue for rates and service charges for 2025 is \$5,163,168 less discount of \$725,710, which is 22% of operational revenue of \$20,185,866.

Council carries levied arrears rates and service charges in the Statement of Financial Performance (SOF). Rates in arrears currently represent \$197,708 with mercantile arrangements progressing.

The Financial Hardship Policy is aimed at reducing the rates in arrears and debt recovery actions through a framework that offers financial relief on rates and charges levied on eligible properties owned by ratepayers who are experiencing financial hardship.

It is proposed that the Financial Hardship Policy take effect from 31 March 2025, with property owners who meet the Policy's Eligibility and Assessment Criteria, being eligible for the Financial Hardship Concession for the current rating period from 1 January 2025 to 30 June 2025.

It is proposed that the Financial Hardship Policy be reviewed as part of Council's 2026 Budget Policies, and annually thereafter with Council's budget policies.

**SUMMARY**

Council acknowledges that some ratepayers may experience financial hardship from time to time for various reasons such as the impacts of the flooding disaster event of March 2025.

Through the Disaster Recovery Funding Arrangements (DRFA), Winton Shire Council is among the Local Government Areas that have been formally defined as *Communities within Western Queensland affected by Western Queensland Surface Trough and Associated Rainfall and Flooding Commencing 21 March 2025*.

Disaster Recovery Funding Arrangements (DRFA) have been activated for Western Queensland Surface Trough and Associated Rainfall and Flooding Commencing 21 March 2025.

The DRFA is a jointly funded program between the Australian Government and state and territory governments, through which the Australian Government provides financial assistance to support state governments with disaster recovery costs.

In support of the impacts of the Flooding Disaster Event, and other demonstrated circumstances where ratepayers are experiencing financial hardship, Council is asked to consider adoption of the Financial Hardship Policy.

The proposed policy is in accordance with the *Local Government Regulations 2012*, and establishes a framework that offers financial relief on rates and charges levied on eligible properties owned by ratepayers who are experiencing financial hardship.

## RECOMMENDATION

That the Report be received

That Council:

1. Adopt the Winton Shire Council Hardship Policy with the Policy to take effect from 31 March 2025 including application to the current rating period from 1 January 2025 to 30 June 2025 in accordance with the Policy's Eligibility and Assessment Criteria;
2. Review the Winton Shire Council Hardship Policy as part of Council's 2026 Budget Policies, and annually thereafter with Council's budget policies; and
3. Communicate the decision of Council to ratepayers through Council's communication channels including social media and internal databases.

## REPORT

Council acknowledges that some ratepayers may experience financial hardship from time to time for various reasons such as the impacts of the March flooding disaster event.

Accordingly, the Winton Shire Council Financial Hardship Policy (the Policy) can provide limited support to ratepayers who meet the eligibility criteria and who comply with the arrangements entered in accordance with the Policy provisions.

Financial Hardship as defined in the Policy means a demonstrated lack of financial means to pay debts when due.

The Objectives of the Policy are to –

- a) Provide a consistent and proactive approach to assist ratepayers having trouble paying their rates and charges due to financial hardship;
- b) Minimise risk of inconsistent decisions and non-compliance with legislation; and,
- c) Ensure transparency of decisions and good governance.

This policy applies to:

- a) Property owners and ratepayers of the Winton Shire Council region in accordance with Section 120 of the *Local Government Regulation 2012*;
- b) Eligible ratepayers who meet the relevant criteria regarding overdue rates and charges levied by Council who are experiencing financial hardship; and,
- c) The establishment of guidelines for Council staff, contractors and / or consultants working on behalf of the Winton Shire Council, and the community regarding the provision of a concession to ratepayers.

The Policy Principles are -

- a) **Communication** – making clear the obligations of ratepayers and the processes used by Council to assist them to meet their financial obligations;
- b) **Capacity to pay** – the policy will provide relief to ratepayers who are not able to meet reasonable and immediate expenses;
- c) **Equity** – provide ease of access to relief provisions for property owners and same level of access to the provision of this policy;
- d) **Transparency** – treated consistently and fairly in conjunction with the criteria set out in 5.1 of this policy;
- e) **Efficiency** – ensuring the processes in the assessment of applications and the provision of assistance are simple to administer and cost effective; and,
- f) **Privacy** – all information provided will be kept confidential and will only be used for the purpose for which it has been supplied.

Eligibility Criteria – Applicants will only be eligible on the grounds of financial hardship upon complying with the following criteria:

- a) The property is the owner's principal place of residence-
- b) The property is the owner's principal place of business, and the applicant owns one other property within the region that is their principal place of residence;
- c) Payment of rates and charges by the due date, by the ratepayer would cause financial hardship within the next twelve (12) months; and,
- d) The ratepayer does not have reasonable assets external to the property.

The Policy provides for applications to be considered in accordance with the following Assessment Criteria, noting that applicants who have provided insufficient information, will be contacted requesting further information.

If requested information, included and not limited to, is not provided or information cannot be substantiated, the application will be discontinued.

- a) Completed and signed "Application for Financial Hardship" form;
- b) Copy of most recent pay advice, or government benefit advice;
- c) Copy of most recent mortgage statement;
- d) Copy of most recent credit statements (other than the mortgage statement) e.g. credit card(s), personal loan(s);
- e) Copy of most recent bank statements for all accounts;
- f) Medical practitioner or health professional letter (if applicable); and,
- g) Any other supporting documentation relevant in supporting the application.

Applicants will only be eligible on the grounds of Natural Disaster financial hardship related to a Natural Disaster upon complying with the following criteria:

- a) The property is within the natural disaster eligible area as activated by the Australian Government Disaster Recovery Payment (AGDRP);
- b) The ratepayer meets the eligibility rules as outlined by the Australian Government Disaster Recovery Payment (AGDRP) and can provide formal confirmation;
- c) The property is the owner's principal place of residence;
- d) The property is the owner's principal place of business, and the applicant owns one other property within the region that is their principal place of residence;
- e) Payment of rates and charges by the due date, by the ratepayer would cause financial hardship within the next twelve (12) months; and,
- f) Application is submitted within 6 months of the natural disaster declaration.

The Policy provides for assistance is considered if the applicant meets the Eligibility and Assessment Criteria. Upon assessment and subsequent approval:

- a) A rebate of interest charges may be granted for the current half-year rating period (from the date of application), and the following half-year rating period (1 July 2025 to 31 December 2025);
- b) Council will place debt recovery for the related property on hold. This is however subject to an agreed payment arrangement being sustained during the hardship assistance period;
- c) For natural disaster applications, there may be further assistance as deemed necessary at the time of, during, or after the disaster, as approved by resolution of Council; and,
- d) The property owner will be advised in writing. The correspondence includes:
  - i. The period of assistance;
  - ii. The terms of the agreement; and
  - iii. Consequences of not meeting the agreed payment arrangement terms.

If the application is assessed non-compliant, the agreement is terminated. If the property owner requests the application be reassessed, review by the Finance Manager for final determination will exercise this obligation.

**Payment Arrangements:**

- a) For assistance to be granted, the landowner must enter and maintain an acceptable and mutually agreed payment arrangement;
- b) An acceptable payment arrangement must be regular (weekly, fortnightly or monthly), which generally clears all outstanding and predicted future rates and charges for the next semi-annual period, within a 12-month timeframe;
- c) The first payment must commence within 21 days the application is approved; and,
- d) Failure to comply with the agreed payment arrangement will result in review and secondary failure will endorse cancellation of the hardship assistance, and interest on outstanding rates and charges will recommence; and Mercantile Action may commence.

Consideration will be given to whether the ratepayer is able to provide Council with a reasonable and viable financial plan that will meet their rates liability. If Council's assessment concludes that the ratepayer's financial situation over the medium to long term is unlikely to improve due to other factors, the application for assistance may not be approved and will be referred on summary to the Chief Executive Officer.

Assistance under the Policy will be cancelled if the landowner:

- a) Fails to comply with their payment arrangement;
- b) Sells the property;
- c) Advises Council that financial hardship is no longer needed; or,
- d) The property owner provides false or misleading information within their hardship application.

Due to time being of the essence with the preparation of this Decisional Report and Policy, it is noted that, if adopted by Council, the Policy will require further formatting prior to publication by Council.

**RISK MANAGEMENT**

The aim of the Policy is to provide a consistent and accountable approach in granting concessions in accordance with legislation to ratepayers who are experiencing financial hardship as defined in the Policy.

Risks will be managed through implementation of the Policy through Council's systems and processes including training of Council's team members and clear communication of the Policy's parameters to the Winton Local Government Area community, including supporting ratepayers to make a correct application in accordance with the Policy noting that if ratepayers do not provide the required information in accordance with reasonable requests, the application will be discontinued. The risk associated with adopting this proposal has been assessed as Insignificant (consequence) and Unlikely (likelihood) giving an overall assessment as Low 2.

FINANCE



# Financial Hardship POLICY

## FINANCE

### 1. Purpose

The purpose of this policy is to provide a framework that offers financial relief on rates and charges levied on eligible properties owned by ratepayers who are experiencing financial hardship.

### 2. Objectives

The objectives of this policy are to:

- a) Provide a consistent and proactive approach to assist ratepayers, who are experiencing difficulty paying their rates and charges due to financial hardship;
- b) Minimise risk of inconsistent decisions and non-compliance with legislation; and
- c) Ensure transparency of decisions and good governance

### 3. Scope

This policy applies to:

- (a) Property owners and ratepayers of the Winton Shire Council region in accordance with Section 120 of the *Local Government Regulation 2012*;
- (b) Eligible ratepayers who meet the relevant criteria regarding overdue rates and charges levied by Council who are experiencing financial hardship; and,
- (c) The establishment of guidelines for Council staff, contractors and / or consultants working on behalf of the Winton Shire Council, and the community regarding the provision of a concession to ratepayers.

### 4. Definitions

Term	What it means / refers to
Chief Executive Officer (CEO)	Refers to the person appointed to the position of CEO under the Act and anyone acting in that position.
Council	Winton Shire Council (WSC)
Contractors and/or Consultants	Refers to an agency or collection of agencies working on behalf of Council
Financial Hardship	Means a demonstrated lack of financial means to pay debts when due
Natural Disaster	A serious disruption in our community, caused by the impact of an event that requires a significant co-ordinated response by the State and other entities to help the community recover from the disruption, caused by nature or the natural processes of the earth.
The Act	Refers to the <i>Local Government Act 2009 (Qld)</i>
The Regulation	Refers to the <i>Local Government Regulation 2012 (Qld)</i>



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### 5. Principles

This policy is guided by the following principles:

- a) Communication – making clear the obligations of ratepayers and the processes used by Council to assist them to meet their financial obligations;
- b) Capacity to pay – the policy will provide relief to ratepayers who are not able to meet reasonable and immediate expenses;
- c) Equity – provide ease of access to relief provisions for property owners and same level of access to the provision of this policy;
- d) Transparency - treated consistently and fairly in conjunction with the criteria set out in 2(c) of this policy;
- e) Efficiency– ensuring the processes in the assessment of applications and the provision of assistance are simple to administer and cost effective; and,
- f) Privacy – all information provided will be kept confidential and will only be used for the purpose for which it has been supplied.

### 6. Policy

#### 6.1 Concession for Ratepayers for Overdue Rates and Charges

##### 6.1.1 Eligibility Criteria

Applicants will only be eligible on the grounds of financial hardship upon complying with the following criteria:

- 6.1.1.1 The property is the owner's principal place of residence;
- 6.1.1.2 The property is the owner's principal place of business, and the applicant owns one other property within the region which is their principle place of residence;
- 6.1.1.3 Payment of rates and charges by the due date, by the ratepayer would cause financial hardship within the next twelve (12) months; and,
- 6.1.1.4 The ratepayer does not have reasonable assets external to the property.

##### 6.1.2 Assessment Criteria

The assessment criteria for hardship consideration will be, but not limited to, the following:

- 6.1.2.1 Completed and signed "Application for Financial Hardship" form;
- 6.1.2.2 Copy of most recent pay advice, or government benefit advice;
- 6.1.2.3 Copy of most recent mortgage statement;
- 6.1.2.4 Copy of most recent credit statements (other than the mortgage statement)  
e.g. credit card(s), personal loan(s);
- 6.1.2.5 Copy of most recent bank statements for all accounts;
- 6.1.2.6 Medical practitioner or health professional letter (if applicable); and
- 6.1.2.7 Any other supporting documentation relevant in supporting the application.

Applicants who have provided insufficient information will be contacted requesting further information. If requested information is not provided, or information cannot be substantiated, the application will be discontinued.



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### 6.2 Natural Disaster

In the event of a Declared Natural Disaster or Declared Pandemic affecting the local community, Council will extend the provisions of the Financial Hardship Policy. This could include drought, flood, cyclone, fire or pandemic.

#### 6.2.1 Natural Disaster Eligibility Criteria

Applicants will only be eligible on the grounds of Natural Disaster financial hardship related to a Natural Disaster upon complying with the following criteria:

- 6.2.1.1 The property is within the natural disaster eligible area as activated by the Australian Government Disaster Recovery Payment (AGDRP);
- 6.2.1.2 The ratepayer meets the eligibility rules as outlined by the Australian Government Disaster Recovery Payment (AGDRP) and can provide formal confirmation;
- 6.2.1.3 The property is the owner's principal place of residence;
- 6.2.1.4 The property is the owner's principal place of business, and the applicant owns one other property within the region that is their principal place of residence;
- 6.2.1.5 Payment of rates and charges by the due date, by the ratepayer would cause financial hardship within the next twelve (12) months; and
- 6.2.1.6 An application is made to Council within 6 months of the natural disaster being declared.

#### 6.2.2 Natural Disaster Assessment Criteria

The Chief Executive Officer is delegated and may, at their discretion, assess the provision of 'Natural Disaster Hardship' to ratepayers in response to a declared event affecting the Winton Shire Council region, using any information they deem relevant. Applicants must return:

- 6.2.2.1 Completed and signed "Application for Natural Disaster - Financial Hardship" form; and,
- 6.2.2.2 Evidence that the ratepayer meets the eligibility rules as outlined by the Australian Government Disaster Recovery Payment (AGDRP);

Applicants who have provided insufficient information will be contacted requesting further information. If requested information is not provided, or information cannot be substantiated, the application process will be discontinued.

### 6.3 Assistance Offered

The Finance Manager or delegate may grant a rates and charges interest rebate to ratepayers who meet the Eligibility Criteria, and the Assessment Criteria as set out in 6.1.1 and 6.1.2, 6.2.1 and 6.2.2 of this policy.

Upon approval:

- a) A rebate of interest charges may be granted for the current half-year rating period (from the date of application), and the following half-year rating period (to either 30 June or 31 December);

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- b) Council will place debt recovery for the related property on hold. This is however subject to an agreed payment arrangement being maintained during the hardship assistance period;
- c) For natural disaster applications, there may be further assistance as deemed necessary at the time of, during, or after the disaster and as approved by resolution of Council; and,
- d) The property owner will be advised in writing. The correspondence includes:
  - The period of assistance;
  - The terms of the agreement; and
  - Consequences of not meeting the agreed payment arrangement terms.

If the application is not approved, the property owner is advised in writing. If the property owner requests the application be reassessed, the application will be reviewed by the Chief Executive Officer for final determination.

### 6.3.1 Payment Arrangements

- 6.3.1.1 For assistance to be granted, the landowner must enter and maintain an acceptable and mutually agreed payment arrangement;
- 6.3.1.2 An acceptable payment arrangement must be regular (weekly, fortnightly or monthly), which generally clears all outstanding and predicted future rates and charges for the next semi-annual period, within a 12-month timeframe;
- 6.3.1.3 The first payment must commence within 21 days the application is approved; and,
- 6.3.1.4 Failure to comply with the agreed payment arrangement will result in review and secondary failure will endorse cancellation of the hardship assistance, and interest on outstanding rates and charges will recommence; and Mercantile Action may commence.

### 6.4 Considerations

Consideration will be given to whether the ratepayer is able to provide Council with a reasonable and viable financial plan that will meet their rates liability. If Council's assessment concludes that the ratepayer's financial situation over the medium to long term is unlikely to improve due to other factors, the application for assistance may not be approved.

### 6.5 Cancelling Assistance

Assistance under this policy will be cancelled if the landowner:

- a) Fails to comply with their payment arrangement;
- b) Sells the property;
- c) Advises Council that financial hardship is no longer needed; or
- d) The property owner provides false or misleading information within their hardship application.

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**6.6 Further Application for Financial Hardship**

After applying for a concession previously under this policy, a landowner is not eligible to make another application for the next rating period (six months) unless the applicant:

- a) Has been granted a concession and complied with the terms of the concession previously; or
- b) Demonstrates that the property owner(s) have exhausted all other avenues to alleviate the situation – for example by seeking additional finance, and / or obtained financial advice, and made efforts to sell other assets.

**Communication**

Council's management team will ensure that:

- Councillors, Council employees and members of the public will have access to this policy.
- Changes and / or amendments made to this policy will be communicated to Councillors, Council employees and members of the public.

**Related Council documentation**

- WSC-FIN-POL-003 Debt Policy
- WSC-FIN-POL-010 Revenue Policy
- WSC-FIN-POL-008 Rates Concession Policy
- WSC-GOV-POL-002 Internal Audit Policy
- WSC-GOV-POL-003 Complaints Management Policy
- WSC-GOV-POL-004 Fraud and Corruption Management Policy
- WSC-FIN-FRM-XXX Financial Hardship Application Form
- WSC-FIN-FRM-XXX Financial Hardship (Disaster) Application Form

**Relevant Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Review of Policy**

This policy will be reviewed annually and remains in force until amended or repealed by resolution of Council.

**Record of amendments and adoptions**

Date	Version No	Reason for amendment	Date adopted by Council including Resolution Number
March 2025	Version 1.0	Adoption by Council	31 March 2025

**5 DATE OF NEXT MEETING**

Ordinary Meeting 17 April 2025