

Legislative Context

Local Government Act 1993 – Division 2
Local Government (General) Regulation 2005 – Division 5

Principles

The Manager Financial Services will be responsible for administering the principles and that appropriate steps are taken to maintain a level of confidentiality and proper process for all refunds.

Responsibility

The Manager Financial Services may delegate responsibility to the Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy

Key performance indicators that may be used to measure the effectiveness of this Policy are:

- All refunds are to be made within ten (10) business days.

END OF POLICY STATEMENT

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

Name	Corinne Mears
Position/Section	Manager Financial Services
Contact Number	4645 4695

Version Number	Revised Date	Authorised Officer	Amendment Details