

Warrumbungle Shire Council

Unpaid Rates Notices - [Current Process](#)

			Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Days	-30	0	7	14	21	28	35	42	49	56	63	70
Action	Instalment notice sent	Instalment due	Nil	List Provided Reminder Letter Sent		Letter of Demand Sent		Statement of Claim		Application to Court	Court Action	Court Action
Process Comments	Quarterly Instalment notices sent to rate payers	Rates Due Date	Council allows 7 days grace prior to any action being taken	Council provides SR Law with a listing of overdue assessments at the start of week 2. SR Law sends out a reminder notice on Council letterhead in week 2.		Council Provides SRLaw with a list to mail a letter of demand on SRLaw Letterhead		SR Law supply Council with a list of assessments seeking authority to proceed with a "Statement of Claim"	Council vett list and provide authority as required to action a Statement of Claim.	SR Law supply Council with a list of assessments seeking authority to proceed with Application to Court	WSC vett and authorise list of assessments to seek "Court Action"	SR Law take over communication and correspondance with rate payer and proceed through Courts
Days grace given to pay	30		7	14		7		14	n/a	n/a	n/a	n/a
#f outstanding rate notices (On average)	7,000		1,000	1,000		600		20	20	8		
Status - Legal Action	No	No	No	No	No	No		Yes	Yes	Yes	Yes	Yes
Costs incurred are billed to the rate payer	No	No	No	No	No	No		Yes	Yes	Yes	Yes	Yes
Costs - Amount								app. \$550	0	\$180-\$340	0	Highly Variable Min. \$200. Can be \$,000's
Interest on outstanding rates billed to rate payer	No	No	No	No	No	No		Yes	Yes	Yes	Yes	Yes