

AP010 – Notification of Change of Address

1. Intention

To establish an effective record keeping procedure and keep evidence of all change of address for ratepayers within the names and address program. This program will therefore cover change of address over all departments.

2. Scope

This policy applies to employees of the Shire of Waroona.

3. Statement

Any change of address notification to the Shire of Waroona must be received in writing by any of the following methods:

- Correspondence or change of address form by mail;
- Correspondence or change of address form by fax;
- Correspondence or change of address form by email; or
- Notification on change of address slip on reverse of rate notice.

Notification of change of address in writing is important when initiating debt collection procedures.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

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|--------------------------------|------------|---|-------------|--------------------|---------------|
| Division | | Administration | | | |
| Policy Number | | AP010 | | | |
| Contact Officer | | Manager Corporate Services | | | |
| Related Legislation | | Nil | | | |
| Related Shire Documents | | A2 – Notification of Change of Address Form | | | |
| Risk Rating | Low | Review Frequency | As required | Next Review | When required |
| Date Adopted | 22/11/2011 | | | OCM11/11/146 | |

| Amendments | | |
|------------|----------------------------------|--------------|
| Date | Details of Amendment | Reference |
| 18/12/2018 | Updated as part of major review. | OCM18/12/126 |

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| 22/06/2021 | Updated as part of major review and reformatted. | OCM21/06/071 |
| Previous Policies | | |
| CORP036 – Notification of Change of Address 3.26 – Notification of Change of Address | | |