

Unclaimed money

Policy No. 3302.100.E.R

1 Purpose

This policy provides a framework to ensure City of Darwin's approach to managing unclaimed monies is structured and transparent.

2 Scope

This document applies to unclaimed monies held by City of Darwin.

3 Policy statement

This policy provides controls for managing unclaimed money to maintain transparency and accountability.

City of Darwin prioritises the return of unclaimed money to its rightful owner; however, in the event that the money cannot be returned, this policy provides the framework for the application of money to City of Darwin's consolidated revenue.

3.1 Unclaimed money register

City of Darwin will maintain a register of unclaimed money (**Register**). Where City of Darwin identifies money as being unclaimed, it will be recorded on the register.

The Register will include the following information:

- date of receipt of the unclaimed money
- receipt number
- name associated with the unclaimed money
- particulars of the unclaimed money including any description
- details of any refund of the unclaimed money
- amount of the unclaimed money.

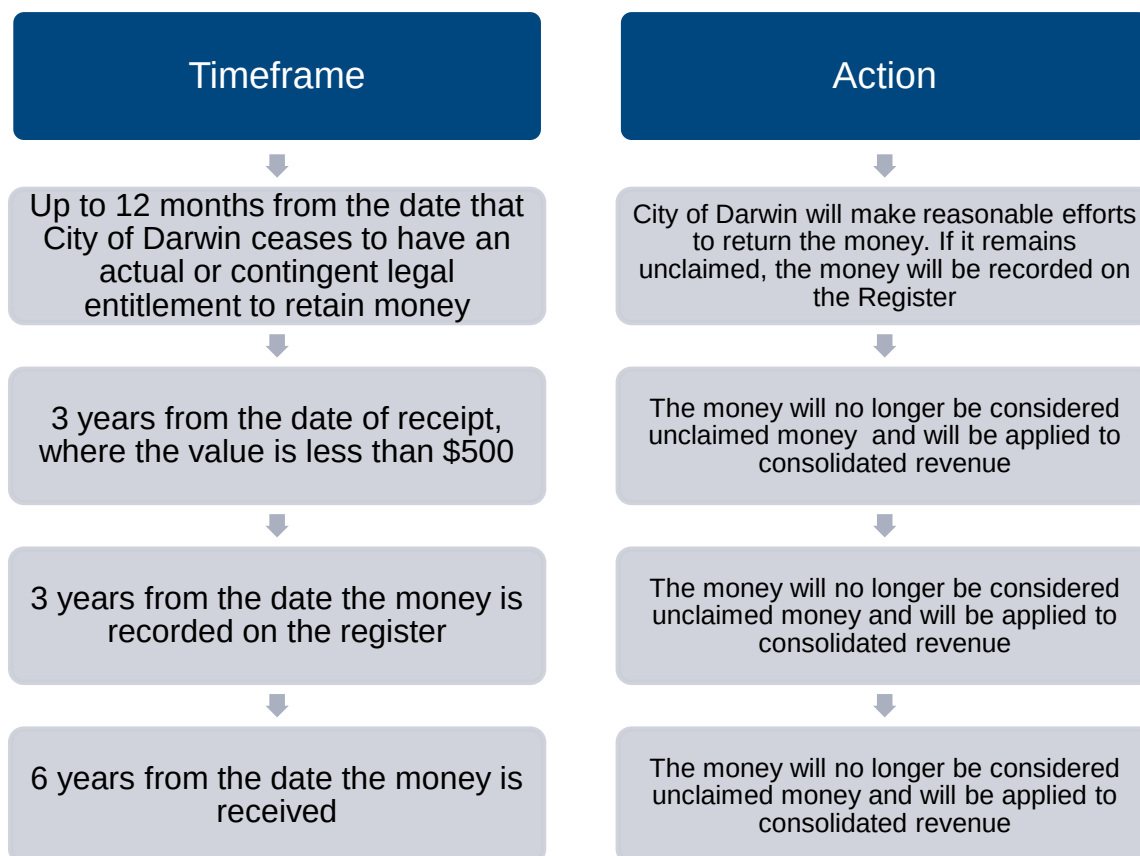
Records of each entry of unclaimed money will be maintained on the register for 3 years. Unclaimed money will be removed if disbursed:

- a. following a successful application; or
- b. to the owner of the unclaimed money (where they are identified by City of Darwin).

Amounts which have been maintained on the register for 3 years which have not been claimed or disbursed will be applied to City of Darwin's consolidated revenue and will no longer be unclaimed money.

3.2 Treatment of unclaimed money

The handling process for unclaimed money is as follows:



People or entities who believe that they are entitled to unclaimed money can make an application for payment.

Unclaimed money which has been disbursed to its rightful owner will be reflected on the Register.

City of Darwin will release information regarding unclaimed monies held to interested parties where sufficient evidence is supplied to support the request.

3.3 Application for unclaimed money

Applications to City of Darwin for unclaimed money listed on the register must be submitted in writing.

City of Darwin will provide access to the register to the public but such access must be:

1. in accordance with all privacy legislation (including the Australian Privacy Principles); and
2. for the sole purpose of assisting owners of unclaimed money held by City of Darwin to locate their funds and make a claim for the return of those funds.

Claims must include appropriate supporting documentation, such as agreements, receipts and/or correspondence identifying the actual amount payable. A statutory declaration from the claimant in support of the claim may be required.

City of Darwin reserves the right to require additional information for the purposes of assessing an application for unclaimed money.

City of Darwin will notify the applicant of its decision, and if approved, pay the money to the applicant.

Interest will not be included in any payments of unclaimed money under any circumstances.

3.1 Transfer of unclaimed money to consolidated revenue

Periodically and on the expiry of the timeframes noted in this procedure, officers of City of Darwin may apply money from the Register to City of Darwin's consolidated revenue. This includes transferring the money across any accounts (if applicable) maintained by City of Darwin.

When money has been applied this way, it will be removed from the register.

4 Definitions

Unclaimed money means monies held in trust for deposits or retentions which remains unclaimed after the date that City of Darwin ceases to have an actual or contingent legal entitlement to retain.

5 Legislative references

Limitation Act 1981 (NT)

6 Procedures / related documents

TBA

Version:	Decision Number:	Adoption Date:	Next Review Date:
DRAFT 1	ORD312/25	24 June 2025	25 June 2029

Responsible Officer: General Manager Corporate

Electronic version current. Uncontrolled copy valid only at time of printing.

7 Responsibility / application

The General Manager Corporate will be responsible for the implementation and review of this policy.

All City of Darwin staff are required to adhere to this policy.

This policy will be reviewed once every four years or as required.

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