



Shire of Wyndham East Kimberley
Council Policy
F15

POLICY No:	F15
DIVISION	Finance
SUBJECT:	Sundry Debt Collection Policy
REPORTING OFFICER	Executive Manager Corporate Services
ENABLING LEGISLATION	Local Government Act 1995

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

- 1 That all invoices are raised within 7 days of receiving an authority to raise invoice with all invoices being raised in accordance with the F22 Policy – Collection of Fees and Charges.
- 2 That a Statement is to be issued within 7 days after the end of month.
- 3 If full payment for debt is not received after 30 days a reminder notice and a copy of invoice is to be sent.
- 4 After 45 days interest will start to accrue at the prescribed rate on invoices issued for fees and charges as adopted by Council, exclusive of those charges prescribed under other legislation. A phone call (or other form of contact) is to be made so as to establish when payment will be made.
- 5 After 60 days a final notice is to be sent with a copy of the invoice attached
- 6 After 74 days if no payment received the debtor account is to be referred to the Executive Manager Corporate Services to decide further action (i.e. place account on stop credit or onto a prepayment system for future services).
- 7 After 80 days an Intention to Summons is to be sent after.
- 8 By the 87th day if the debt exceeds \$400.00 a copy of all the above mention correspondence is to be issued to the Shire's debt collection agency so that

this agency can send a summons to the debtor by the 90th day. All associated costs for debt collection will be on charged to the debtor.

Matters Relating to Sundry Debts for licences

After 60 days the Officer who issued the licence is to communicate with the debtor the intention to withdraw the licence if payment is not made in next 30 days. After 90 days the Chief Executive Officer can withdraw any licence which has not been paid and instruct the issuing officer to cancel the licence.

Other Matter Pertaining to Sundry Debtors:

1. That the Chief Executive Officer has the discretion to write off amounts under \$100.00, only after all avenues of debt collection have been exhausted. These write offs are to be reported to Council in the following month.
2. Debtors will be on charged any fees and charges issued to the Shire for the recovery of their outstanding debt.

None of the above is designed to prevent Council from coming to an arrangement with the debtor to make alternative arrangements for payment.

ADOPTED: 20/04/2004

REVIEW: 10/12/2007

AMENDED: 22/01/2008

REVIEWED & AMENDED: 15/09/2009